

## **POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT**

**POSITION:** HR Coordinator  
**DEPARTMENT:** Human Resources/Fiscal Services  
**REPORTS TO:** Business & Operations Manager  
**CLASSIFICATION:** Non-Exempt (hourly)  
**PURPOSE:** Provides administrative support to Human Resources and Fiscal Services

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Process all employment change letters (i.e., reduction in hours, promotion, demotion, termination, resignation, etc.), position descriptions, and various general correspondence
- Responsible for the oversight of preparation of the Consent Agenda for school board action and for any action required as the result of the Consent Agenda being acted upon
- Ensure annual evaluations are received for every employee
- Process required paperwork for temporary assignments including, but not limited to, additional assignments, long-term substitutes, and summer programs
- Create and maintain human resources files
- Coordinate and maintain the criminal record check process in compliance with state law
- Perform background checks (VT Criminal Information Center and VT Agency of Human Services) on all potential employees, contractors, and volunteers and ensure proper storage and destruction
- Maintain logs of initial, secondary dissemination, and outside secondary dissemination requests
- Prepare notification letters to those individuals with convictions (i.e., misdemeanor, felony, FBI)
- Manage the substitute process in the district to include preparing sub packages, screening applications, performing reference checks, updating the sub listing, etc.
- Process volunteer forms, update volunteer list, and post master list on SharePoint on a weekly basis
- Post job openings and prepare advertisements for local newspapers, district web site, internal postings, and on [www.schoolspring.com](http://www.schoolspring.com) ensuring that all procedures are consistently followed
- Act as primary liaison with applicants; answer questions related to application status, status of position seeking, hiring timelines or other additional details, as requested
- Oversee recruitment process (advertising, applicant tracking) to include participating on hiring committees, as requested
- Determine initial salary schedule placement and starting salaries for newly hired personnel
- Responsible for orienting new employees
- Process termination letter, begin termination checklist including pulling personnel/medical file, I-9, VCIC results, and VT Abuse Registry for proper storage and/or destruction
- Process tuition reimbursement forms daily; ensure completeness of the form, verify fund availability, obtain approval/denial from Superintendent, enter request into database, send approved/denied request to employee with notice
- Serve as backup support for front office personnel to include Act 166 prekindergarten support
- Back-up for payroll: ability to process payroll start to finish
- Exhibit commitment to School District's Vision Plan

### **Job Knowledge, Skills, and Abilities**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- High accuracy and attention to detail; strong organizational skills
- Excellent written and oral communication skills
- Ability to calculate percentages, proportions, averages, etc.
- Ability to use discretion and independent judgment; ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram or schedule form
- Proven ability to work cooperatively and effectively as part of a team

**MATERIALS AND EQUIPMENT USED:**

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

**DESIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Associates Degree in Business, plus two years of work experience in an office environment or a combination of education and experience from which comparable knowledge and skills are acquired

**PHYSICAL/MENTAL DEMANDS:**

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

**WORKING CONDITIONS:**

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.