

TITLE: Human Resources Manager

QUALIFICATIONS:

1. Bachelor's Degree or higher from an accredited college or university in human resources or business administration.
2. Three (3) or more year's successful experience in human resources or business administration
3. Demonstrated proficiency in oral and written communication skills.

REPORTS TO: Human Resources Director/Chief Financial Officer

JOB GOAL: Assists in the administration of human resources services for the school system employees.

ESSENTIAL FUNCTIONS:

1. Compiles, updates, edits, and reports data related to certified personnel to include expiring certificates.
2. Responsible for obtaining personnel documentation, and/or connecting employees with appropriate system department or individuals for resolving problems or meeting needs.
3. Responsible for reporting job vacancies and maintaining application portal.
4. Assists with recruitment, events, and pre-screening of all applicants.
5. Corresponds with teachers pursuing alternative routes to certification to facilitate the completion, collection and submission of all required forms and documentation to the SDE.
6. Performs accurate salary calculations and adjustment based on experience, degree, employment date, transfers, duties and responsibilities or other criteria as appropriate.
7. Works collaboratively with payroll department to ensure accurate and timely salary payments and adjustments.
8. Assist Human Resources Director with preparation of meetings, trainings, and employee orientation as needed.
9. Completes State forms, EXP and other experience verifications on request.
10. Complete verification of employments on request.
11. Responsible for compiling all personnel actions and verifying qualifications.
12. Prepares items for the Board agenda as required.
13. Maintains and secures all personnel files electronically and otherwise appropriate.
14. Maintains all personnel software including forms.
15. Maintains independent or any other contract personnel services.
16. Works with Payroll department as needed.
17. Maintains appropriate confidentiality regarding school/workplace matters.
18. Assists Chief Financial Officer and Human Resources Director as directed.
19. Performs other related duties as assigned.

