

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Human Resources

QUALIFICATIONS

- Master's Degree in School Administration/Supervision, Educational Leadership, Personnel Management, or a business-related field.
- Three (3) years experience in public school administration, human resources, or a related field.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of laws and rules as they relate to human resources and employee benefits/insurance.
- Knowledge of administrative computer applications as related to departmental job functions.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Ability to plan, organize and prioritize.
- Ability to communicate with a variety of audiences.
- Ability to interpret policy and laws.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.

SUPERVISION

REPORTS TO Executive Director of Human Resources and Professional Standards
SUPERVISES Assigned Administrator(s) and Support Staff

POSITION GOAL

To direct and coordinate human resources and benefits/insurance services for the District in compliance with laws, policies, and rules in a manner that will enhance the human assets of the organization promote employee morale.

PERFORMANCE RESPONSIBILITIES

1. *Serve as the District Equity Coordinator.
2. *Process Equity and Discrimination Claims.
3. *Process American with Disabilities Acts Claims.
4. *Coordinate the operations and functions of the Benefits and Insurance Services Department to provide for efficient and timely administration of the program.
5. *Develop, implement, and coordinate the employee benefits communication strategy including distribution of annual benefit enrollment information effectively utilizing digital and other resources and materials.
6. *Monitor current benefit programs, develop and disseminate related resource materials, and make employee benefits recommendations to the Executive Director.
7. Prepare Board agenda items with detailed documentation pertaining to benefit proposals or amendments to current plans.
8. *Coordinate and oversee the implementation of cost-effective wellness programs.
9. *Lead the continuous improvement of the processes and infrastructure of the Benefits and Insurance Services Department.
10. *Model and promote outstanding customer service and positive interpersonal communication.
11. *Plan and coordinate Insurance Committee meetings and insurance related School Board work sessions.
12. *Serve as the liaison between the Superintendent and/or Executive Director and Benefits and Insurance Services Department consultants.
13. *Coordinate the District's Alternative Certification Program and serve as a liaison between Seminole County Public Schools and Seminole State College in the administration of the Education Preparation Institute.
14. *Coordinate the implementation of the teacher and administrator evaluation process.

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15. *Annually update and submit documentation to the Department of Education evaluation procedures documents.
16. *Serve as the Human Resources Department's liaison on committees associated with employee evaluation.
17. *Prepare correspondence relative to personnel matters.
18. *Coordinate the preparation and distribution of printed materials required to disseminate information in an effective and timely manner.
19. *Develop, implement and interpret human resources policies and procedures.
20. *Provide district-wide professional development relative human resources policies and procedures.
21. *Assist in the preparation of the department budget.
22. *Serve as human resources representative on special committees and advisory groups.
23. Perform other duties as assigned by the Executive Director of Human Resources and Professional Standards.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO 07-E **\$71,237 - \$109,172**
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	06
EEO-5 Line	06
Function	7730
Job Code	1420
Survey Code	77324

FLSA

Applicable
 Not applicable Previous Board Approval

ADA Information Provided by Boyd Karns
Position Description Prepared by Boyd Karns

BOARD APPROVED

June 27, 2017
November 19, 2013
February 23, 1999
May 23, 2005