

## SCHOOL DISTRICT OF GADSDEN COUNTY

## JOB DESCRIPTION

**HUMAN RESOURCE SPECIALIST****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution; or six (6) years of job related experience may substitute for a Bachelor's Degree.
- (2) At least 2 years of successful experience in the area of staff development, certification or personnel
- (3) Expertise in the use of computer applications including but not limited to, word processing, spreadsheets, database development, web design, and presentation software.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida Statutes and the State Board of Education rules as they pertain to assigned areas. Knowledge of School District's personnel system and administration. Knowledge of modern office practices and procedures. Ability to manually and digitally prepare and maintain complex records and reports. Ability to express oneself effectively orally and in writing. Ability to establish and maintain good relationships with employees and the public. Ability to work accurately with figures. Skills in problem-solving, human interaction, combined with a unique ability to handle sensitive and confidential personnel issues.

**REPORTS TO:**

Director for Human Resources and Staff Development

**JOB GOAL**

To provide specialized duties in personnel, certification, and staff development services, including the processing of personnel transactions, record keeping, and employment procedure in an accurate, timely and effective manner.

**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**HUMAN RESOURCE SPECIALIST (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Orient new employees to available benefits according to position and assist them with completion of new employee packets.
- \* (2) Maintain a current application file on prospective candidates for employment
- \* (3) Assist in the implementation of the District's insurance program to include maintaining current files for all employee and retiree insurance.
- \* (4) Process life insurance claims
- \* (5) Verify insurance coverage to hospitals and physicians
- \* (6) Disseminate information for Cobra participation
- \* (7) Prepare list of personnel changes monthly and reappointment of personnel annually for School Board action
- \* (8) Distribute Teacher Certification applications and assist with filing of applications
- \* (9) Provide information to teachers regarding certification examinations
- \* (10) Serve as Certification Contact for the District
- \* (11) Process substitute teacher applications and ensure that all requirements are met before issuance of a certificate
- \* (12) Keep certification records current for employed personnel where applicable.
- \* (13) Renew professional teaching certificates on-line with Department of Education (DOE)
- \* (14) Update personal information on-line at DOE
- \* (15) Track certification areas to be renewed
- \* (16) Design and prepare non-degree Vocational Certificate
- \* (17) Track and notify employees and administrators of expiring certificates
- \* (18) Receive and record payments for substitute, vocational and professional teaching certificates
- \* (19) Remain up-to-date on Department of Education (DOE) requirements for professional development and certification
- \* (20) Prepare and maintain all required reports
- \* (21) Calculate grade point averages for Educational Paraprofessional and Substitute Teacher applicants
- \* (22) Design and prepare Substitute Certificates
- \* (23) Keep eligible substitute teacher listing current
- \* (24) Maintain, calculate, and evaluate inservice/college courses for renewal of professional certificates
- \* (25) Maintain and disseminate information relative to inservice and certification procedures and requirements
- \* (26) Maintain computerized records of inservice activity for professional certificate renewal
- \* (27) Process inservice requests
- \* (28) Assist with scheduling and arrangements for inservice activities
- \* (29) Schedule, arrange, and set up rooms for training activities as directed by Supervisor
- \* (30) Provide training to individual personnel as required
- \* (31) Assist in the normal day-to-day operations of the Electronic Professional Development System
- \* (32) Design and maintain Human Resource website
- \* (33) Ensure consistency and accuracy of all online publications
- \* (34) Create new content for the website
- \* (35) Provide electronic design support for paper-based documents
- \* (36) Translate informational content into a website format
- \* (37) Create or edit images and graphics for website use
- \* (38) Determine all digital coding requirements for site creation including forms and specialized scripts

**HUMAN RESOURCE SPECIALIST (Continued)**

- \* (39) Coordinate with programmers for specialized scripts
- \* (40) Code website using HTML, or GUI design software
- \* (41) Make changes to the website as directed by the supervisor
- \* (42) Maintain a close working relationship with District-based and school personnel to ensure accurate information exchange
- \* (43) Provide help-desk support as needed to end-users

**Employee Qualities/Responsibilities**

- \* (44) Keep current on all rule changes and other information relative to certification and professional development
- \* (45) Type and mail communiqués as directed by Supervisor
- \* (46) Maintain confidentiality of employee and department matters
- \* (47) Maintain effective communications with District personnel and the public
- \* (48) Keep immediate supervisor informed about problems or unusual events
- \* (49) Exercise good judgment

**Professional Growth and Improvement**

- \* (50) Maintain a working knowledge of state/federal laws and regulations that impact certification/professional development
- \* (51) Participate in workshops, conferences, and meetings to keep current and well informed about trends and changes in areas of responsibility
- \* (52) Assist others in their professional growth

**System Support**

- \* (53) Complete records and reports efficiently and effectively
- \* (54) Demonstrate cooperation and teamwork
- \* (55) Demonstrate support for the School District and its goals and priorities
- (56) Perform other duties as assigned

\*Essential Performance Responsibilities