

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

HUMAN RESOURCE SPECIALIST

1. 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. Track certification areas to be renewed
- _____ 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
- _____ 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

2. 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

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 50.
- _____ 51.
- _____ 52.

4. 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

5. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 57. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 58. _____
- _____ 59. _____
- _____ 60. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)