

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Human Resources and Communications Specialist Position Description

LOCATION: School Board Office

JOB CATEGORY: Professional Support

PAY GRADE: Grade 36

CONTRACT TYPE: 250 Day – 12-month employee

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Human Resources Director

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs professional and administrative work supporting the operations of the Human Resources Department and division-wide communications. Responsibilities include assisting with recruitment and hiring processes, onboarding and employee support, maintaining personnel records and compliance documentation, coordinating employee training and recognition programs, and supporting division communications and messaging. The position assists with preparation and distribution of internal and external communications, including managing and updating the division website and monitoring and routing social media inquiries and division messaging. The position also manages the coordination, tracking, and processing of requests submitted under the Virginia Freedom of Information Act (FOIA), ensuring requests are properly logged, routed to appropriate departments, and responded to in accordance with statutory timelines and division procedures.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assists with recruitment, screening, and hiring processes, including coordinating interviews and collaborating with department leaders to identify qualifications and competencies for open positions.
- Conducts or coordinates background checks, reference checks, and employee eligibility verification in compliance with federal and state regulations.
- Supports onboarding processes, including planning and implementing new employee orientation programs.
- Maintains and updates employee records and documentation related to personnel actions, training, certifications, and compliance requirements.
- Reviews, tracks, and documents employee compliance with required and optional training programs, including safety training, anti-harassment training, licensure requirements, and other professional development activities.
- Prepares and distributes division-wide communications, including newsletters,

- announcements, and informational materials for employees and the community.
- Supports division communication initiatives by managing and updating division websites and assisting with monitoring, responding to, and routing inquiries received through social media platforms, email, and other communication channels.
 - Assists with preparation of reports, presentations, and documentation related to HR operations, and recruitment efforts.
 - Maintains confidentiality of personnel records and sensitive employee information in accordance with applicable laws and policies.
 - Manages division requests under the Virginia Freedom of Information Act (FOIA), including maintaining the FOIA request log, coordinating with departments to collect responsive records, reviewing materials for completeness, and ensuring responses are issued within required statutory timelines.
 - Coordinates with division leadership and legal counsel, when necessary, to ensure FOIA responses comply with applicable laws and regulations.
 - Supports special projects and initiatives within the Human Resources Department and division communications efforts.
 - Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The employee must possess knowledge of human resources principles and practices, including recruitment, onboarding, and personnel record management. Knowledge of standard office procedures, records management practices, and applicable employment laws, policies, and confidentiality standards is required. Familiarity with digital communication platforms and social media tools used for organizational communication is beneficial. Knowledge of public records management practices and the Virginia Freedom of Information Act (FOIA), or the ability to acquire such knowledge through training, is required.

The position requires excellent verbal and written communication skills and the ability to interact effectively with employees, supervisors, applicants, and members of the public. Strong interpersonal, organizational, and problem-solving skills are essential, along with attention to detail and the ability to manage multiple tasks and meet deadlines in a fast-paced environment. The employee must demonstrate sound judgment, maintain strict confidentiality, and exercise professionalism and discretion when handling sensitive information. The position also requires proficiency with standard office software and the ability to quickly learn and effectively utilize the division's Human Resources Information System (HRIS), talent management systems, and procedures related to processing and documenting public information requests to ensure compliance with FOIA requirements.

EDUCATION AND EXPERIENCE

Bachelor's degree in Human Resources, Business Administration, Communications, Public Administration, or a related field preferred. Experience in human resources, public relations, communications, administrative support, or public sector operations is preferred. An equivalent combination of education and experience may be considered. Experience working with public records requests, government transparency laws, or compliance documentation is preferred but not required.

SPECIAL REQUIREMENTS

The employee must demonstrate the ability to maintain strict confidentiality and exercise sound judgment when handling sensitive personnel and organizational information. The position requires a high level of professionalism, integrity, and discretion when interacting with employees, applicants, administrators, and members of the public. The employee must possess good moral character and conduct themselves in a manner that reflects positively on the school division. Proficiency in standard office technology, and the ability to learn and utilize the division's Human Resources Information System (HRIS) and communication platforms, is required. Successful completion of background checks and employment eligibility verification in accordance with school division policies and applicable law is required. Occasional evening meetings, recruitment events, or division functions may be required. The position is responsible for managing division requests under the Virginia Freedom of Information Act (FOIA); prior experience with FOIA processes is preferred but not required, and training will be provided to ensure the employee understands statutory requirements, records management practices, and response timelines.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION

Performance will be evaluated by the Human Resources Director in accordance with School Board policies and division guidelines.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.