

Moencopi Day School

POSITION DESCRIPTION

TITLE: Human Resource Technician

EMPLOYMENT: 12 Months (non-exempt)

SUPERVISOR: Chief School Administrator

PRIMARY RESPONSIBILITIES: This position is responsible for performing operation and technical human resources tasks to include but not limited to employee relations, recruitment, staffing, classification & compensation, and new employee orientation. Assisting employees and the public with personnel information, maintaining employee personnel records. Administering employee benefits, administering background investigations & adjudications.

ADHERENCE TO: Holds a firm belief and commitment to MDS Philosophy, Vision, and Mission.

QUALIFICATIONS

- Required AA degree or equivalent of sixty (60) credit hours in Human Resources or other related fields.
- 3-5 years' experience of working with the office in Human Resources; educational institution preferred.
- Knowledge of Public Law 100-297 Grant School Rules and Regulations and OMB Circular.
- Knowledge and experience with Human Resources software and systems.
- Self-starter with excellent organizational skills and the ability to multi-task, adjust to changing priorities and meet short timelines.
- Superb attendance.
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Excellent communication skills: ability to communicate and collaborate well with staff, students, parents, and the community.
- Computer literate, experience with software such as Word, EXCEL Windows, and accounting software (Infinite Visions, ERP Pro).
- Required valid Driver's License, First Aid/CPR Certificate.
- Must pass background check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal.
- Must in their background reference check demonstrate successful, positive multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference.
- Excellent communications skills: ability to communicate and collaborate well with staff, students, parents, and community.

RESPONSIBILITIES: Human Resources

- Will work collaboratively with Business/Human Resources Manager.
- Prepares or screens and verifies assignment authorizations; initiates request for personnel based on current or projected needs.
- Assists administration in the assignment, transfer, dismissal, and promotion of staff.
- Determines appropriate source of available candidates for employment, re-employment, or reinstatement.
- In collaboration with professional staff, prepares and distributes recruiting materials, information related to the school and other informational materials.
- Prepare eligibility list and provide selecting administrator with eligible candidates for selection.

Amended and approved on: April 1, 2026

- Schedules interviews, conducts reference checks and prepares findings documents.
- Prepares and maintains a variety of personnel related records such as board resolutions authorizing layoffs or reductions in hours; prepares letters to classified employees affected by layoffs or reductions in hours.
- Prepares Moencopi Day School staff orientation in terms of Employee Benefit Packets.
- Assists in recruitment.
- Assists in the screening process for applicants for vacant positions and selecting for interviews.
- Maintains all school personnel files.
- Investigation and Adjudication; Conducts fingerprinting and background check clearance.
- Honor confidentiality of Personnel Records.
- Assist in composing, organizing, and editing employee handbooks and instructional manuals.
- Work with administration in collaborating with benefits providers for health, dental, vision, retirement, and life insurance policies.
- Will complete a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating, and recording payroll/benefits deductions, and processing terminations.
- Responsible for enforcing school approved discipline plan; Utilizing appropriate language, interactions, and positive behavior intervention system (PBIS)
- Maintain confidentiality of student and family information in compliance with FERPA and school policy.
- Adhere to guidelines set by the Bureau of Indian Education and Arizona Department of Education and school policies.
- Always be responsible for the supervision of students.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attend staff meetings and all required school in-service program activities.
- Serve on school improvement team.
- Be responsible for own involvement as contributing member, involving group decisions and the development of a positive, cooperative building environment.
- Be responsible for following accountability procedures; know and observe Board policies and regulations.
- Account for school and school property, as required.
- In the event of absence, contacting his/her immediate supervisor within a specific time ensure coverage of duty area.
- Provide Quality Customer Service.
- Perform other duties as assigned.

ACKNOWLEDGEMENT

I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME _____ **SIGNATURE** _____ **DATE** _____

SUPERVISOR PRINT NAME _____ **SIGNATURE** _____ **DATE** _____