

WICKENBURG UNIFIED SCHOOL DISTRICT  
 JOB TITLE: HUMAN RESOURCES COORDINATOR

<b>Position Type: Exempt</b>	<b>Supervision: Employees</b>
<b>Salary Range: \$31,000 - \$41,000</b>	<b>Reports to: Executive Director of Business Services</b>
<b>Term of Employment: 12 Month Calendar</b>	<b>Approved by: Human Resources</b>
<b>FTE: 1.0</b>	<b>Date: 03/07/2016</b>

*We are creating A+ schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.*

**POSITION SUMMARY:** To provide effective leadership, supervision, and direction in developing and maintaining the Human Resources services for Wickenburg Unified School District.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Oversees the day-to-day routine operations of the Human Resources Department;
- Acts as an employee advocate ensuring fair and equitable treatment of all district employees;
- Confers with Superintendent presenting and resolving problems or questions, discussing plans or actions to be taken, making decisions;
- Maintains official records of employment, evaluation, assignment, dismissal, leaves of absence, retirement, classification, and any other necessary personnel records for all District employees;
- Coordinates all aspects of highly qualified and teacher certification, including verifications for renewal and ensuring compliance as mandated by ADE;
- Oversees evaluation of college/ university credits for placement and professional growth movement on all salary schedules;
- Develops and refines the district system for employment applications;
- Develops new employee orientation programs, both individual and group settings;
- Recruits to assure an adequate number of candidates for hiring;
- Establishes, maintains, and provides all communication in personnel files on terminated employees;
- Directs the official district communication with prospective employees regarding application and hiring;
- Oversees official district communications with current employees regarding transfers, reassignments and terminations;
- Provides and receives information requiring judgment or discretion regarding human resource issues;
- Maintains current job descriptions for all positions in the district;
- Compiles all personnel changes and related information for the Board packets;
- Processes paperwork required for enrolling new certified employees and conducts pre-employment orientations with successful certified applicants, providing relevant salary and benefit information and teacher agreement information;
- Assists with Professional Growth Committee, Certified Salary Committee; Classified Salary Committee, and Insurance Committee meetings;
- Coordinates and oversees district health insurance programs;
- Conducts pre-employment background checks including references and records verifications;
- Makes recommendation for employment, promotion, separation, termination of personnel to the Governing Board;
- Develops and maintains salary schedules in conjunction with the Executive Director of Business Services;
- Assists the Superintendent in the implementing and administering of organizational policies approved by the Governing Board and related procedures, rules, and regulations governing all District employees;
- Assists administrators/supervisors as needed on difficult or sensitive Human Resource matters;
- Reviews all personnel changes and related information for the Board;
- Complies with all rules, regulations and policies of the Governing Board.
- Other duties as assigned.

**CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must have a valid and current Arizona Notary Public certificate or be in process of obtaining;
- Must maintain a current Fingerprint Clearance Card;

*Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream*

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### EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree preferred;
- Graduate Degree preferred;
- Administrative experience desired.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.*

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