

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: HUMAN RESOURCES SPECIALIST

Position Type: Exempt	
Salary Schedule/Range: \$14.36-\$16.76	Reports to: Executive Director of Business Services
Term of Employment: 12 Month Calendar	Approved by: Human Resources
FTE: 1.0	Date: 05/12/2016

We are creating excelling 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 assist the Human Resources Department in providing the District an efficient and effective personnel system by performing a wide variety of records and communication work relating to all human resource functions.

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:

- Acts as an employee advocate ensuring fair and equitable treatment of all district employees;
- Executes the day to day routine operations of the HR Department;
- Coordinates and oversees district health insurance programs;
- 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
- 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;
- Coordinates all aspects of highly qualified and teacher certification, including verifications for renewal and ensuring compliance as mandated by ADE;
- Assists with the evaluation of college/ university credits for placement and professional growth movement on all salary schedules
- Assists with new employee orientation programs, both individual and group settings
- Conducts pre-employment background checks including references and records verifications;
- Processes paperwork required for in-district employee reassignments and transfers;
- Provides and receives information requiring some judgment or discretion regarding human resource issues;
- Coordinates and maintains a current list of job vacancies;
- Coordinates recruitment procedures including preparation of job postings, placement of classified ads and /or job orders with employment agencies, regional consortiums, and universities;
- Assists with developing and maintaining a tracking system for verifying all district staffing allotments;
- Maintains HR manual and computerized personnel system for all district employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment;

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- Compiles all personnel changes and related information for the board packets;
- Directs telephone calls, prepares various reports, prepares communications, schedules appointments, maintains calendars, and prepares training materials and other packets, as needed;
- Assists with professional growth concerns and Professional Growth Committee issues;
- Maintains official records of employment, evaluation, assignment, dismissal, leaves of absence, retirement, classification, and any other necessary personnel records for all District employees;
- Establishes, maintains, and provides all communication in personnel files on terminated employees;
- Maintains a tracking system to verify receipt of all employee yearly evaluations;
- Tracks and maintains current job descriptions for all district employees;
- Confers with supervisor presenting and resolving problems or questions, discussing plans or actions to be taken, making decisions;
- Directs the official district communication with prospective employees regarding application and hiring;
- Maintains a tracking system for all employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertaining to staff development;
- Assists in screening and reviewing certified applications received;
- 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 be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or equivalent;
- One-year certificate from college or technical school;
- One year related experience or training;
- Previous experience in an educational setting preferred.

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.

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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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