



Flour Bluff Independent School District Job Description

JOB TITLE: Personnel Services Coordinator

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Executive Director of Human Resources

DATE REVISED: 12/09

PRIMARY PURPOSE:

- Assists the H.R. Dept. with the selection, training, and supervision of district substitutes. Assists in operating the substitute calling system and records for the district. Responsible for processing and maintaining all substitute records. Assist the business office with transactions for payroll. Assists with the coordination of administering Workers Compensation insurance for injured employees and Family and Medical Leave (FMLA).

QUALIFICATIONS:

- High School Diploma
- Strong organizational, communication, and interpersonal skills
- Effective computer skills essential including developing spreadsheets and databases
- Ability to work in a positive manner with staff, employees, and the public

PREFERRED QUALIFICATIONS:

- Previous experience with AESOP
- Previous experience with Skyward
- Previous experience with Payroll

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists with the application review and screening of substitutes.
2. Responsible ensuring background and fingerprints are processed.
3. Assists for processing of substitute applications, including verification of files and information
4. Assists with the orientation of new substitute teachers including the use of the computerized sub system (AESOP).
5. Assists with scheduling and organizing substitute orientation classes.
6. Distributes new hire paperwork.
7. Assist in updating substitute handbook and training materials.
8. Responsible for data entry input of new substitute hires into the district Human Resource software system.
9. Maintains, daily, the operation of the automated substitute system, including data entry and generating reports such as: substitute lists and absence reports.
10. Works jointly with HR staff and payroll to ensure accuracy of substitute pay and leave reports.
11. Monitoring of long-term substitute assignments and notify when a parent notification is required.
12. Maintains Skyward database with active and inactive substitute employees.
13. Assist in maintaining a spreadsheet of unsatisfactory reports on substitute assignments.
14. Distributes the annual teacher survey.
15. Works with HR Director administering Workers Compensation Insurance for injured employees.
16. Coordinates Workers Comp. and FMLA with HR Director as needed.
17. Prepares all necessary Worker's Compensation paperwork to insure injured employees are receiving Workers Comp. Insurance benefits.
18. Assists HR with job verifications.
19. Assists HR with electronic filing of employee records.
20. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.