

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Human Resources Coordinator

Job Description

Supervisor: Assistant Superintendent
for Human Resources

FLSA Status: Exempt **Employee** **At-Will**
Group:

Qualifications:

1. Bachelor's Degree in Business Administration with emphasis in Human Resources or Professional in Human Resources (PHR) designation required.
2. Ability to utilize technology in managing employee databases and preparing written reports required by federal, state and district initiatives.
3. One to three years of experience in human resources in an educational or not-for-profit setting preferred.
4. Ability to manage multiple projects involving personnel data research, coordination and dissemination with an emphasis in human resources development.

Terms of Employment:

- Twelve (12) month contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Coordinate orientation, transfer and onboarding process for all new employees.
2. Coordinate and conduct exit interview process for exiting employees.
3. Coordinate, research, analyze and implement Human Resources Information System (HRIS) data, systems, technology and reports.
4. Coordinate and implement various human resources protocols and procedures, assist in development and implementation of personnel policies and procedures.
5. Prepare and maintain employee handbook.
6. Establish protocols to improve employment policies, practices, and methods.
7. Assist the Assistant Superintendent in conducting the recruitment, screening, interviewing and hiring of district licensed and support staff employees. Represent the Harlem School District at various job fairs and recruiting events.

8. Coordinate and implement special projects within the Human Resources Department.
9. Develop, maintain, and analyze district-wide HR metrics.
10. Assist the Assistant Superintendent of Human Resources in preparation for labor negotiations.
11. Participate in developing department goals, objectives, and systems.
12. Keep current with best practices and requirements as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.