

Sunflower County Consolidated School District

Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Human Resources Manager

QUALIFICATIONS:

- Bachelor's degree from an accredited university
- Minimum of three (3) years of work experience as a secretary or in a related field
- Ability to operate office equipment such as office computer, calculators, copiers, fax machines, etc.
- Proficiency in computer software applications (Word, Excel, Power Point, Access and other software programs)
- Strong interpersonal skills as well as written and oral communication skills are essential
- Confidentiality, maturity, and professionalism at all times is essential for this position
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Director of Personnel & Special Projects

SUPERVISES: N/A

JOB GOAL: To assist in the coordination and operation of the Personnel department to support district-wide human resources efforts ensuring that the district accurately and effectively implements state adopted employment hiring processes and procedures To assist in accurately and effectively implementing the state adopted employment hiring process and procedures, and assist district in implementing district vision and goals

PERFORMANCE RESPONSIBILITIES:

- Maintain accurate and secure personnel records for all employee groups, such as contracts, evaluations, licensure, drug testing, background checks, employee status, etc.
- Serve as a resource to employee groups for information on personnel policies, contract procedures, rules, compensation and benefits
- Independently answer routine questions and correspondence from staff not requiring the supervisor's attention
- Complete a high volume of computer work, using district computer programs, input high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions
- Assist in ensuring all employees are board approved
- Assist in ensuring all employees are working in certified area as approved in board agenda
- Appropriately maintain and secure confidential personnel records and inquiries
- Process and maintain unemployment claims
- Process and maintain FMLA paperwork
- Process and maintain worker's compensation files

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- Assist in drafting and preparing required employment documents for board and staff (renewal/non-renewal, contracts, notice of continued employment)
- Answer telephone or e-mail inquiries and direct to appropriate staff member
- Update and maintain all faculty rosters
- Maintain updated vacancy list
- Post vacancies within the district on district, state, and university websites
- Assist with substitute training
- Comply with applicable district, state, local and federal laws, rules and regulations
- Accept and receipt funds received at the Central Office for fingerprinting and drug testing
- Ensure all faculty and staff are drug tested and have updated background checks
- Ensure all paraprofessionals have adequate certifications
- Ensure all personnel folders and files meet state standards
- Assist in providing verification of employment
- Collect/organize Letters of Intent
- Assist in training faculty and staff on Mississippi Code of Ethics
- Ensure all faculty and staff have district identification badges
- Act as liaison between the department and schools/community
- Assist with all departmental initiatives in the Sunflower County Consolidated School District
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent's designee.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)