

WINOOSKI SCHOOL DISTRICT
Job Description: Human Resources Coordinator

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Date Approved/Updated: April 3, 2018

Location: Central Office

Job Group: Non Certified, Non Union

Reports To: Finance Manager

Summary of Position Responsibilities: This position is responsible for the proper operation of all human resources systems and processes and supporting the Finance Manager and Superintendent with human resources and benefits administration in compliance with all applicable federal and state laws, board policy and school district collective bargaining agreements and employee benefit programs.

Essential Duties and Responsibilities:

- Administer statutory leave programs including ADA, FMLA and VPFLA
- Administer employee leave programs as provided by the collective bargaining agreement, employment contracts and/or board policy under the direction of the Finance Director and Superintendent of Schools
- Manage and maintain school district job descriptions under the direction of the Finance Manager and Superintendent of Schools.
- Administer online recruiting/job postings
- Create and maintain employee personnel files
- Schedule and conduct new hire meetings
- Collect and process new hire paperwork
- Enters employee information into designated software and database systems
- Manage and administer school district workplace safety and workers compensation program
- Manage and administer school district employee benefit programs including but not limited to health, dental, long term disability and life insurance plans, section 125 plan, 403b plan, cash in lieu benefits and employee assistance program
- Administer COBRA benefits
- Data entry related to administration and management of benefit programs and as assigned by the Finance Director
- Serve as primary contact for employee benefit providers
- Reconcile benefit vendor bills
- Manage and administer employment verifications and health insurance declarations
- Process Unemployment claims
- Prepare and distribute sick bank forms and maintain sick leave balances
- Prepare seniority lists
- Prepare state and federal reposts as directed by the Finance Manager
- All other duties as assigned by the Finance Manager and/or Superintendent of Schools

Supervisory Responsibilities include: Not applicable.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associates degree in business or human resources or equivalent experience.

Excellent communication and computer skills including use of Word, Excel, and Google Docs.

Certificates, Licenses, Registrations: None

Language Skills: Ability to communicate effectively orally in and writing with employees and members of the community

Mathematical Skills: Ability to maintain accurate accounting records and perform basic calculations and build formulas

Reasoning Ability: Ability to act on and uphold board policies and administrative procedure, interpret and act on collective bargaining agreements, employment contracts, benefit plans and carrier rules and regulations, make independent judgements, maintain confidentiality and meet deadlines.

Other Skills and Abilities: None.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- | | | | | | |
|------------------------------|--------------|---------------|----------------|--------------------|---------------------|
| O Standing | O Walking | C Sitting | O Lifting | O Carrying | O Pushing |
| O Pulling | O Climbing | O Balancing | O Stooping | O Kneeling | O Crawling |
| O Crouching | O Reaching | C Handling | C Fingering | O Feeling | F Talking |
| C Hearing | O Far Vision | C Near Vision | O Color Vision | O Depth Perception | F Repetitive Motion |
| F Eye/Hand/Foot Coordination | | | | | |

Physical Effort: Please indicate on the continuum the requirements of this position:

Sedentary Work XX	Light Work	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- | | | | | |
|--------------------------|------------------|----------------|-------------|--------------------------|
| N Exposure to
weather | N Extreme heat | N Extreme cold | O Noise | N Dust, vapors,
fumes |
| F Time constraints | F Public contact | F Deadlines | O
Travel | F Inside work |

Terms of Employment: Salary or hourly wage and work year to be established by board or designee.

Evaluation: Performance of this job will be evaluated by the Finance Manager.

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