



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	HR Specialist/ Substitute Teacher Coordinator
SCHOOL/DEPARTMENT	Human Resources
SALARY	Salary Grade 65 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Staffing/Licensure
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The HR Specialist/ Substitute Teacher Coordinator performs a variety of general human resources administrative responsibilities. Various responsibilities associated with this position include preparing recommendations for and offering classified employment in the school system, staffing of substitute teachers in the schools, training substitute teachers, oversight of hiring paid and volunteer athletic coaches, providing oversight for I-9 compliance, and providing assistance regarding classified staffing opportunities. Additionally, this position entails responsibilities for performing criminal record background checks and oversight of the Workers' Compensation program to include the employee return to work process.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to oversee the hiring and payroll processes for substitute teachers, classified employees, and athletic staff

- Demonstrated ability to comply with all employee Federal I-9 requirements and ensure that appropriate documentation is obtained and maintained
- Considerable knowledge of the staffing process and related personnel policies and procedures
- Considerable knowledge of the state and local procedures and process associated with hiring substitute teachers and maintaining accurate files
- Demonstrated ability to provide training to small or large groups of people wishing to serve as substitute teachers in the school district
- Comprehensive knowledge of school board policies, rules and regulations
- Comprehensive knowledge of the Workers' Compensation Benefits provisions including the ability to assist employees with claim submissions and perform follow ups as required
- In depth understanding of back to work provisions for employees who have been provided with Workers' Compensation benefits
- Comprehensive knowledge of the process for conducting criminal record background checks and the ability to maintain confidentiality and discretion
- Exceptional ability to maintain organization of multiple types of files and information, complete and accurate records and complex files
- Demonstrated excellence with communication skills both written and oral
- Demonstrated ability to perform multiple tasks simultaneously with accuracy and efficiency
- Considerable experience with word processing, spreadsheet development and online document sharing

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's degree from an accredited institution with a concentration in secretarial science, human resources, or other applicable area
- A minimum of three (3) years in a public school Human Resources department or similar experience
- Familiarity with the use and screening of substitute teachers for schools
- Familiarity with HRMS and other data base platforms

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Five (5) years of experience serving in a public school Human Resources Office
- Advanced training in MS products, Google Docs, Data base development and maintenance, and project management
- SHRM or other human resources certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Create and maintain files for new classified employees (substitute teachers, coaches, non-exempt positions in the school system)
2. Verify that all pre-employment forms are completed (I-9, Health, Tax, References, etc.)
3. Process criminal record background checks for new classified employees

4. Enter new classified employees' information into the Human Resource Management System (HRMS)
5. Calculate potential salaries for classified employees pursuant to receipt of recommendation from the hiring department or school
6. Call and offer employment to recommended applicants
7. Verify Coaches supplement for each season ensuring that levels and steps are accurately reflected
8. Serve as the Substitute Teacher Management System Administrator and run standard reports
9. Schedule and provide training and orientation for substitute teachers and new school based administrators
10. Perform additional duties as assigned by the Director of Staffing/Licensure

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*