



PLEASE POST

POSITION TITLE: Human Resources Associate/Substitute Coordinator

DEPARTMENT: Human Resources

CLASSIFICATION: Romeo Administrative and District Support Staff (RADSS)

FLSA STATUS: Non-Exempt

FTE STATUS: 1.00

REPORTING RELATIONSHIP: Executive Director of Human Resources

LOCATION: Administration Building

WORK SCHEDULE: Monday-Friday: 6:00 am – 2:30 pm (requires some overtime) – 12 mos. Position

PAY RANGE: \$20.32-\$26.52

GENERAL PURPOSE:

Under general supervision, the HR Associate/Substitute Coordinator is responsible for placing substitutes in accordance with the needs of the district, the absence management and substitute staffing system, third-party employee onboarding, employee attendance tracking, annual accruals, FMLA administration, and all related payroll coordination with third party vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the absence management substitute system. Update system with all staff changes including yearly changes to classifications, locations, calendars, adding new staff and removing terminated staff, etc.;
- Reconcile substitute coverage for payroll processing as needed;
- Responsible for resolving payroll issues through the adjustment process;
- Process all initial substitute applications into the computerized substitute system;
- Oversee/correct daily absence verification process at building level. Interface with payroll for purposes of employee absences;
- Responsible for onboarding all third-party employees, including student teachers and maintaining spreadsheets for third-party employees;
- Responsible for recruiting EDUStaff substitutes;
- Respond to substitutes and staff regarding procedures;
- Manage employee attendance accruals and deductions;
- Maintain sick bank balances;
- Receive requests and manually assign substitutes for hard to fill or vacant assignments.
- Develop and carry out an action plan when demand for substitutes exceeds the available supply;
- Compile weekly/monthly substitute reports as requested;
- Responsible for the compliance of FMLA including the distribution of forms, personnel change forms, and leave sheet etc.;
- Responsible for setting up new hires and disable terminated employees for Vector Solutions;
- Responsible for sending out and verifying completion of Vector Solutions safety training modules for all staff;

- Participates in meetings and/or conferences that involve a range of human resource issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff;
- Create folders and file candidate interview materials;
- Responsible for the retiree reception including invites, room reservation, gift cards, decorations, etc.;
- Responsible for filing;
- Apply for MDE and CTE permits as needed;
- Process permit reimbursement for MDE and CTE as applicable;
- Responsible for tracking probationary employee probation completion dates and complete the PCF for the same;
- Responsible for CHRIS and the CJIS systems and verifying candidate is employable;
- Assist with the submission of the Registry of Educational Personnel;
- Responsible for interviewing candidates as needed;
- Assist with processing RCS new hires, terminations and staff changes for the department;
- Assist with projects as needed;
- Serves as a backup for the Receptionist/HR Assistant as needed;
- Process Personnel Change Forms as needed;
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Participate in organizational quality;
- Keep in confidence all student and/or personnel records and information;
- Adheres to, interprets and implements all district policies, administrative guidelines and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Keep in confidence student records and information as required under FERPA; HIPPA, etc.;
- Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by the Executive Director of Human Resources.

SUPERVISORY RESPONSIBILITIES:

- Position does not have supervisory responsibilities.

EDUCATION and/or EXPERIENCE:

- Possession of a High School Diploma or equivalency
- K-12 experience preferred
- FMLA administration preferred
- Ability in all language arts skill areas
- Experience or training in office practices
- Ability to set up and maintain files
- Ability to handle routine correspondence
- Ability to work well with students, the public, and other employees
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required;

- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TO APPLY: Please click on the link below to apply for the position:

<https://www.applitrack.com/romeo/onlineapp/>