Notice of Vacancy

NORTHWEST COMMUNITY SCHOOLS
6900 Rives Junction Road
Jackson, Michigan 49201
517-817-4700
Fax 517-569-2395

March 9, 2020

Position: Human Resources/Benefits Coordinator
Central Administration Office

Starting Date: April 20, 2020 (approximately)

Qualifications: See attached job description and qualifications.

Salary: Salary, fringe benefits, and working conditions to be determined by the Board of Education.
12-month position.

Application Deadline: Friday, March 20, 2020, or until filled

Send cover letter and resume by first class mail, email, or fax to:

Cindy Devereaux – Central Administration Office
6900 Rives Junction Road
Jackson, Michigan 49201
Email: Cindy.Devereaux@nwschools.org
Fax: 517-569-2395

Geoff Bontrager, Ed.S. - Superintendent
NORTHWEST SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Human Resources/Benefits Coordinator
REPORTS TO: Director of Business & Finance

REQUIRED QUALIFICATIONS:
- Associates Degree in Human Resources and/or a related field, or 10+ years working with
  staff/community in a business setting and/or dealing with contracts, or the equivalent.
- **Preferred:** Experience in the field of Human Resources.
- Ability to successfully work with various staff, community, and parent groups.
- Ability to interpret information for, and successfully communicate with people from diverse
  backgrounds.
- Skill in planning, organizing, interpreting, and implementing District benefit programs.
- Certification of good health, as stated by a licensed physician.
- Ability to work well with others as a member of Northwest Schools Central Office staff.
- Self-Starter who can demonstrate an aptitude for successful timely completion of assigned tasks,
  without assistance, while maintaining a schedule for self.
- Good mathematical, language, and reasoning skills.

BROAD FUNCTION:
The Human Resources/Benefits Coordinator supports District Staff through the management of
employment benefits. He/she will coordinate and process all operations of the Human Resources Office.
Responsible for coordination of staff evaluations, staff insurance programs/enrollment, disability claims,
FMLA claims, and worker’s compensation claims. This includes all clerical functions of the Human
Resources/Benefits Department.

PERFORMANCE RESPONSIBILITIES:
1. Responsible for the maintenance of the official Human Resources files. Establish and maintain files
   in conformance with state and federal law (Bullard Plawecki Employee Right to Know Act, Americans
   with Disabilities Act, HIPAA, and other applicable laws). Inform new employees of district
   requirements and employee benefits.
2. Implement and process all paperwork, and coordinate and apply District Human Resources
   policies/procedures, including: applicable laws relating to the Family & Medical Leave Act; the
   Americans with Disabilities Act; Affordable Care Act; and Worker’s Disability Compensation.
   Coordinate all Workers Compensation administration and reporting, including authorize treatment
   and administer return to work.
3. Respond to and process all paperwork for all Freedom of Information Act requests.
4. Coordinate and process all paperwork for the Safe Schools training program for all district
   employees.
5. Ensure that staff members are properly certified, as required.
6. Responsible for reference, unprofessional conduct, and criminal background checks for all staff,
   including processing all paperwork and implementing any fingerprinting requirements and ICHATS,
   as needed.
7. Assist administrators with the paperwork portion of evaluations and plans of assistance/support for
district employees.
PERFORMANCE RESPONSIBILITIES: (cont’d)

8. Secure timely and accurate annual insurance rates from carrier.
9. Process all new hires, terminations, and status changes for fringe benefits, including all required paperwork and leading the “intake” process with all Central Office departments.
10. Resolve all employee benefit issues.
11. Administer and track FMLA for all staff, including: processing all required paperwork; maintenance of fiscal year list of disabilities; FMLA usage and renewal; schedule independent medical exams; request, track, and secure updated medical documentation; update administration and supervisors on status of employee disability; and initiate FMLA paperwork to staff who are absent.
12. Prepare, process, and file confidential employee benefits, workers compensation, disability, FMLA and medical files, prepare and file life insurance death claims, and physician statements.
13. Prepare and process insurance/employment verification letters.
14. Responsible for Teacher Sick Bank administration.
15. Responsible for making sure that district-wide annual Labor Law posters are kept current (includes purchasing and posting).
16. Responsible for District FSA, HRA, and COBRA plans, including processing all applications and/or related paperwork.
17. Complete insurance disability forms (i.e. automobile accidents, etc.).
18. Process employment and wage verifications in coordination with the Business Office.
19. Conduct exit interviews to provide information regarding the retirement program, COBRA, health insurance program, and employment termination information.
20. Responsible for creating, distributing, and filing of individual teacher contracts and mid-year salary adjustment calculations.
21. Calculate and/or maintain longevity, seniority, staffing, probationary, tenure, and evaluation lists.
22. Prepare, post, and process all job vacancies and job applications.
23. Responsible for preparing/processing all state and federal reports for District employees.
25. Perform any and all other duties, as assigned.

TERMS OF EMPLOYMENT: Full-Time Monday–Friday (working hours may vary). Evening, Saturday, or Sunday work hours may occur.

EVALUATION: Performance will be evaluated by Director of Business & Finance.