



NEW: Submitted:
07/01/2019 05/14/2019

JOB TITLE:	SPECIALIST HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4186
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

The Human Resource partner leads a team to provide high quality human resources and talent management services to principals and central office staff. The HR partner is the customer service point of contact for principals and central office leaders for talent management and other HR functions and effectiveness measures for all staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Establishes and maintains a strong, positive working relationship with school principals and central office staff to support the sourcing, assignment, induction, retention, development, and performance of high-quality candidates for all school-based and central office positions
- Supports the planning for and assignment of educational staff, including projected vacancies, excess and transfer actions, long-term substitute teacher assignments, and other HR implications of the principal's budgetary and staffing decision-making
- Assists in analyzing relevant HR data regarding teacher quality, turnover, absenteeism, and other significant levers in improving workforce excellence
- Keeps current with school student achievement data to ensure human capital needs are met to continually improve student outcomes
- Participates in the recruitment of instructional staff through job fairs and other recruitment events and collaborates with the recruitment team on best matches for vacancies
- Implements screening and selection procedures and finalizes candidate eligibility before final processing
- Prepares reports for principals and academic superintendents to keep them apprised of human capital needs and staffing issues
- Utilize all HR information technology and adapts to new technologies quickly
- Utilizes data to make informed decisions and support principals in human capital management
- Supervises employees responsible for staffing
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Master's degree from an accredited college in public administration, education, human resources management, business, management science, operations research, organizational behavior, or a closely related field
- Three years of experience with Human Resources Management; some of which has been at a large organization

Strong analytical skills that inform problem-solving and decision-making capacity

Knowledge of human resources processes in educational settings, legal, or employment procedures

Effective communication skills

DESIRABLE QUALIFICATIONS

Working knowledge of HRIS systems

Leadership experience at a large organization

Experience in a diverse workplace
