



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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**Position Title** Human Resources Administrator  
**Reports To** Superintendent  
**Level/Grade**  
**Type of position:**  12 Month  10 Month  Contractor  Extra Curricular

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### Qualifications

- At least five (5) years work experience in personnel administration, three (3) years of which must have been in a supervisory position in planning and supervising personnel programs, including wage and salary administration and employee service programs
- Degree in Human Resources and/or Business Administration, or related field, and preferably graduate level course work at a recognized school of business administration, with course work concentration in the area of personnel, labor relations and related subjects
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

### Essential Duties and Responsibilities (*other duties may be assigned*)

#### Staffing

- Screen applicants and select interviewees based on objective criteria
- Serves as coordinator of administrative screening committees
- Prepares, logs and distributes postings of available positions
- Maintains log of current vacancies
- Maintains staff charts
- Prepares and places advertisements for available positions as needed
- Responsible for ensuring compliance with all Federal laws and RI statutes, FMLA, including teacher and teacher assistant certification and reporting requirements
- Assists Superintendent with preparation of list of teachers to be non-renewed for School Committee action and ensures proper notifications are sent to affected employees before the March 1 deadline required by law
- Interprets, administers, and assists in the development of personnel policies for all employee groups
- Developing new Personnel Policies Manuals
- Prepares, maintains and/or revises job specifications as required
- Assists with orientation programs for new staff and provides training sessions as needed
- Maintain an updated list of qualified, certified substitutes throughout the year.
- Manage the AESOP automated substitute placement system.
- Additional duties assigned by Superintendent.

#### Employee Relations

- Provides technical/contractual advice to all supervisors and assists with employee-related problems
- Monitors and approves leave of absence requests, conferring with Superintendent for exceptions to contract
- Ensures that appropriate people are notified of long-term absences that may affect benefits
- Meets with employees or answers questions on various issues or concerns

#### Compensation and Benefits

- Responsible for oversight of process and supervision of staff entering new employees into payroll database, including changes in employee information
- Oversees Workers' Compensation claims

- Explains benefit program to new employees, ensuring all necessary enrollment forms are completed and distributed to payroll
- Ensures that proper OSHA log and summary of occupational injuries and illnesses is maintained

#### Collective Bargaining/Labor Relations

- Responsible for full implementation of the collective bargaining agreement for Educational Support Professionals
- Maintains seniority lists for certified and support staff
- Assists in providing data necessary for grievance and arbitration hearings
- Confers with union representatives on matters and questions regarding seniority, postings, lay offs, etc. as needed
- Assists with grievance matters as needed

#### Professional Development and Administrative

- Assists in budget development with a focus on matters related to personnel
- Prepares responses and reports for numerous annual requests for information concerning schools' data, including staff issues, etc.
- Coordinates and evaluates testing of support staff
- Coordinates on-line teacher certification reports for the district
- Ensures new teachers meet requirements for "Highly Qualified" status; maintains records for present employees
- Ensures that new and present teacher assistants meet requirement for "Highly Qualified"
- Maintains web page reflecting available positions
- Performs such other tasks as may be assigned by the Superintendent

### Supervises

### Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### Physical Demands

- The physical demands described here are representative 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.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **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.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Bachelors' Degree

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Creation Date:** 5/28/2008

**Revised Date:** 8/1/2014

*The information contained in this job description is for compliance with the American 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 individuals currently holding this position and additional duties may be assigned.*