

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Human Resources Coordinator

DEPARTMENT: Human Resources

REPORTS TO: Executive Director of Human Resources

POSITION SUMMARY: Under the direction of the Executive Director, develop, coordinate, present, manage and assist in staff recruitment and on-going development and updating of a multi-tiered district professional development program implemented to facilitate the achievement of organizational goals by training and coaching staff. This position requires knowledge of District procedures and regulations, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of constructive interpersonal skills, which foster or facilitate positive labor relations.

ESSENTIAL FUNCTIONS:

- Coordinates the ISD efforts to recruit, develop, and retain talented staff across all organizational groups.
- Develops and distributes material to market the ISD during its recruiting efforts.
- Manages the research and creation of hiring documents, including screening tool, interview documentation, and other application and hiring forms, delegating as appropriate.
- Provides training and training materials to staff in HR protocols including the orientation of employees.
- Maintains a working knowledge of CBAs, unrepresented contracts, government requirements, and administrative regulations and procedures to ensure protocols are followed when recruiting, hiring, and orienting employees.
- Works with other Human Resource, Business Office, Teaching and Learning, and Operations staff to orient employees new to the District.
- Coordinates outreach to the colleges and universities' teaching and administrative certification programs in order to provide a smooth pathway for internships.
- Develops, manages, and implements the certificated and administrative internship program for the ISD.
- Supervise and evaluate assigned staff in accordance with District governing authorities.
- Develops plan for and implements data collection and analysis of program implementation.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Executive Director.
- Consults with administrators, certificated staff, and other employees to determine current and anticipated professional development (PD) needs and to establish learning goals.
- Consults and collaborates with district administrators as necessary to create, manage and implement the programmatic structure for implementation and management of PD programs, sessions, and trainings.
- Designs, coordinates, facilitates, and provides training and coaching as appropriate for different employee groups necessary to meet current and anticipated PD needs.
- Coordinates the District's New Hire Academy, Powerful Teaching and Learning Conference, Teaching and Learning Services Conference, National Board Certification, and staff mentorship program(s).
- Manages PD Place, collaborating and coordinating with Informational Technology, Human Resources, and Teaching and Learning Services as required to schedule training sessions, develop registration procedures, ensures employee notification, and coordinates other practical elements involved with planning PD sessions.
- Selects or develops appropriate training materials for PD sessions.
- Markets, encourages participation in, and garners feedback about PD initiatives and sessions.
- Connects staff to resources required for successful implementation of PD for individuals and employee groups.
- Keeps abreast of developments and research in the field of recruitment, PD, and organizational development.
- Attends staff and other professional meetings as may be assigned or necessary.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Polices and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

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QUALIFICATIONS:

EDUCATION: Bachelor’s degree from an accredited college or university. Master’s degree in Human Resources Development or Educational Leadership highly preferred.

EXPERIENCE: Building administrative or district leadership experience required. Five (5) years of successful and effective work with leading or instructing colleagues in professional practice. Possession of instructional best practices, adult learning theory, training design and development, and prior experience coaching and training adult learners required. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to work with a diversity of individuals and groups;
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws; and
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate applicant and employee issues.

CERTIFICATES & LICENSES: Valid Washington State teaching, ESA, or administrative certification required. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Pursuit of Danielson Framework Specialist, National Board Facilitation, and TPEP evaluation required as well as that which is required to be effective in the position

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date