

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF HUMAN RESOURCES

Required Qualifications:

- Bachelor's Degree in Education or Business
- Experience in Human Resources
- Excellent oral and written communication skills

Desired Qualifications:

- Knowledge of Florida Statutes, School Board Policies and human resource procedures
- Computer skills
- Employee relations or human resources experience
- Master's Degree in Educational Leadership or Business
- Previous supervisory experience

Performance Responsibilities:

- Assist in Performing the planning, development and administrative functions of the human resources department
- Support the coordination of the reappointment process
- Provide assistance to administrators in the recruitment and selection of personnel
- Assist with maintaining personnel files on prospective, present and former employees
- Provide assistance and act as a resource to administrators in the retention of personnel
- Process paperwork on teacher interns to schools for placement, maintain updated database of placement locations, set up files and return required paperwork to colleges
- Supervise and evaluate all personnel that report directly to this position
- Assist with overseeing the daily operation of the Human Resources Department
- Oversee the daily operations of the support complex
- Assist with implementation of Standard Operating Procedures (SOPs) and review for changes according to policy updates
- Update the employee handbook annually
- Create agenda items as needed for the Human Resources Department and present as needed to the Board
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Keep the Supervisor of Human Resources abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility.
- Sustain focus and attention
- Perform other duties as assigned by the Supervisor of Human Resources &/or Director of Human Resources

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

77308

Board Approved: 10/25/22

Revised: 05/30/23