**Appendix "A"**

**Job Description**

**Human Resources Coordinator**

The primary responsibility is the provision of senior secretarial and administrative support services to the Human Resources Department.

This position requires superior management, secretarial and computer application skills as well as excellent written and oral communication skills, together with highly developed organizational and interpersonal abilities. Must have the ability to multi-task, prioritize and manage numerous interruptions. Work is performed independently with limited direction, and requires the utmost in confidentiality and diplomacy.

**Roles and Responsibilities**

**Support**

* Provide executive secretarial and administrative support services to the District Vice Principal of Human Resources and Health and Safety
* Coordinate and assist in the arrangements of schedules, travel, in-service activities, meetings, correspondence, projects and other similar aspects of this responsibility
* Maintain confidentiality in all classified matters pertaining to the district and its operation
* Attend adhoc committees as required by the Director of Instruction/Human Resources, Director of Instruction/Human Resources and/or District Vice Principal of Human Resources and Health and Safety, Superintendent and Secretary Treasurer
* Maintain communication and contact with all staff/district managers who report to the Director of Instruction/Human Resources
* Maintain and update the Human Resources department information on the school district website
* Provide overall organization and coordination of office systems for the office of the Director of Instruction/Human Resources.
* Receive and respond to personnel inquiries and correspondence, organize meetings, conduct research, and complex report preparation.

**Absence Management**

* Supervise and manage human resources dispatch department
* Manage call out service for employee absences/replacements

**Staffing Operations**

* Manage CUPE staffing operations
* Post, Fill and Close all CUPE/Exempt job vacancies
* Shortlist CUPE applicants and organize interview/reference checks
* Complete reference checks of new applicants
* Creation of staffing notifications
* Perform personnel requirements for teachers, CUPE and excluded staff including:
  + posting and filling of job vacancies.
  + maintenance of personnel documents and files.
  + preparation of staffing data.
  + data collection, analysis, and reporting related to personnel matters, staffing and staffing planning.
  + maintenance of computerized employee data bases (complex spreadsheets and Human Resources software program).
  + liaison with payroll departments.
  + administer Teacher-on-Call and CUPE casual hiring process and lists.

**Recruitment & Retention**

* Represent the district at Career Fairs
* Assist with recruitment initiatives

**Union Labour Relations**

* Assists in interpretation and management of the Teacher Collective Agreement and CUPE Collective Agreement.
* Assists in CUPE labour/management meetings
* Assists in CUPE grievance meetings
* Assists on CUPE/Teacher bargaining teams
* Work with district management team preparing bargaining strategies
* Prepare bargaining proposals, meeting schedules, arrange venues and all required tasks
* Keep up to date on current human resources policy and practices

**Document Management**

* Distribute and file exempt contracts for the district
* Maintain records under the responsibility of the Director of Instruction/Human Resources and/or District Vice Principal of Human Resources and Health and Safety

**Disability Management**

* Prepare return to work and recover at work plans for WorkSafe claims
* Coordinate and manage return to work plans for sick claims, short term disability, long term disability, WorkSafe.

**Database Management**

* Manage PowerSchool Atrieve software for human resources and absence tracking.
* Attend PowerSchool Atrieve User Group conferences and implement new software as required by the district
* Manage district software integration between Human Resources, Payroll and Accounting Departments
* Provide education and training to all staff on PowerSchool requirements

**Payroll Interfacing**

* Work with CUPE/Teacher payroll department to ensure accurate pay
* Prepare Employment Data Analysis Systems reporting for accounting department
* Adhere to deadlines for ministry reporting requirements

**General Role Expectations**

* Maintain confidentiality in all classified matters pertaining to the district and its operation.
* Multi-task, prioritize and manage numerous interruptions.
* Have a working knowledge of software applications including internet, email, Microsoft Word, Excel, PowerPoint, My Education, PowerSchool, report design, project tracking and maintenance systems
* Other related responsibilities that may be assigned by the Director of Instruction/Human Resources