

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Human Resources Coordinator**

**Department:  
Human Resources**

**Grade 501  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: July 2019**

**Reports To: CHRO**

**Purpose of Job**

The purpose of this job is to implement and manage the Classified Employment and Substitute Program process for CMCSS. Through effective team supervision, scheduling strategies and recruiting/retention plans, the Human Resources Coordinator will lead the district in an effort to improve not only the quality of Substitute support in all areas of CMCSS staffing but to also provide a tool for identifying excellent potential candidates for full-time positions. The Coordinator will be responsible for ensuring compliance with, tracking of and communications regarding the Affordable Care Act as it applies to Substitute or Variable hour employees.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervise Human Resource Substitute and Classified Personnel to include annual performance evaluations and ongoing employee development.

Assist with Position Control management for classified staffing.

Manage and approve substitute program and classified staff weekly timesheets.

Coordinates annual Market Analysis review to include: preparing budgetary impact summary report, calculating individual employee appropriate pay scale movement, and employee communication.

Responsible for the approval of classified applications and ensuring all that all legal requirements are satisfied.

Consult with CMCSS attorney on Classified employment discipline actions.

Conducts classified employee investigations and recommend appropriate employment action

Directs and supports supervisors regarding classified employment relations to include discipline and termination

Prepares for and participates in classified employee termination appeals with the Director of Schools.

Serves as a backup providing guidance regarding DCS and law enforcement referral processes  
Responsible for supporting Classified Staffing Planning Process through the preparation of employment data, student enrollment projections and forecasting of staffing needs in compliance with federal/state regulations as applicable.

Participates in the development of the Human Resources work plan, assigns work activities, projects and programs, monitor work flow, develop and implement policies and procedures, reviews and evaluates systems, methods and procedures.

Communicates and interacts with Classified employee groups to convey information as it relates to personnel matters.

Acts as an advisor to classified employee communications groups.

Ensures that all classified personnel are evaluated through documented procedure related to current, relevant, and comprehensive job descriptions.

Develop and supervise new projects as needed in the HR Department, ensuring time lines are established and met.

Supervises classified employment process to include evaluation, recommendations, and postings.

Oversee the day-to-day operations of the Substitute Program and all related functions.

Supervise and evaluate performance of Substitute Program Staff.

Offer backup support to scheduling, interviewing, recruiting and other administrative duties as volume and needs dictate.

Offer daily guidance to Substitute Program Team members to help enhance their professional capabilities through training, mentoring and professional development.

Identify opportunities for Substitute Program to support existing staffing processes and support recruiting and retention efforts for full-time CMCSS positions.

Monitor hours worked for Substitutes to ensure compliance with any applicable Affordable Care Act regulations and requirements relative to benefits.

Partner with Business Department to reconcile data communicated between the Substitute Management System and Munis Database and Payroll Systems.

Manage unemployment claims for Substitute Teachers to include responding to work history inquiries and attendance at any telephonic or in-person.

Reviews and evaluates recommendations for preferred or excluded substitute status from schools.

Ensure compliance with all CMCSS policies as well as all Federal and State employment regulations including but not limited to compliance with Title VII, FMLA, FLSA, USSERA, ADA, and ADEA.

Coordinate with local university to process, train, and prepare student teachers to serve as a substitute in mentor teacher's absence.

Develop and implement recruitment strategies.

Attend recruitment opportunities as needed in an effort to attract quality substitute teacher candidates.

Identify program/district temporary staffing needs and develop short term and long-term strategic plans.

Assist CHRO and HR Leadership team with the development of the annual HR budget, departmental strategic work plan and yearly goals.

Process, monitor, and report Tennessee Consolidated Retirement System Temporary Employment hour restrictions regarding substitutes.

Visit classrooms, observe, and evaluate substitute teacher performance.

Train and monitor Substitute Program staff members to conduct substitute observations.

Ensure substitutes are aware of the most current district policies and procedures.

Review and monitor substitute performance feedback.

Communicate with school administration potential areas of identified school need through substitute provided feedback.

Develop, plan, and facilitate Substitute Orientation training.

Work with program staff to develop additional substitute training offerings based on identified areas of need.

Addresses performance concerns, handles substitute employee relations and associated documentation.

Counsels substitute teachers regarding performance and determines appropriate disciplinary action if needed.

Creates development plans for improved substitute teacher performance as needed.

Monitors and reviews Probationary Substitute status and determines advancement eligibility.

Reviews and approves substitute transfer requests.

Collaborates with Business Affairs and Professional Development departments to plan and coordinate appropriate funding information and approvals regarding professional leave absences. Process and approve Professional Leave absences, assign appropriate accounting code information, and routes for additional approvals.

Works in cooperation with Professional Development to develop and implement online annual substitute training requirements.

Manages long-term substitute placements including performance expectations, schedule, and performance.

Track and monitor district LOA requiring substitute to ensure qualifying placements and associated rate of pay.

Develops and monitors yearly substitute calendar for compliance with work limitations.

Prepares and communicates school specific absence data to district leadership and building administration.

Develops strategic plans for cost savings by reviewing data trends and substitute utilization.

Policy development and documentation regarding the Substitute Program employees and program operations.

Works in cooperation with Pre-K program coordinators to meet state requirements for substitutes in Pre-K placements.

Provides yearly training for Bookkeepers regarding Aesop/VeriTime timesheet approval.

Provides training and support to all Campus Users regarding Aesop use.

### **Additional Job Functions**

Ability to communicate both orally and in written form. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem solving, planning, supervising, organizing, and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign, supervise, and review work of employees. Knowledge of state and federal employment law and employment benefits.

**Human Resources Coordinator Coordinator** will need to be able to support early morning hours (as-needed) to assist with high volume absence days or emergency situations.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree required (SPHR or PHR Certification or experience managing a staffing organization can be substituted for degree). Staffing, Substitute or Teaching experience a plus.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate computer and generally accepted office machinery (copier, fax etc.). Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job Human Resources Coordinator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Human Resources Coordinator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and generally accepted office machinery (copier, fax, etc.).

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency situation or employment issue.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of Human Resources Coordinator. Has general knowledge of Human Resource and CMCSS practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**