

**Roswell Independent School District
Job Description**

Job Title: CERTIFIED AND SUPPORT STAFF SPECIALIST

Reports To: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND DIRECTOR OF HUMAN RESOURCES

General Job Description:

Under indirect supervision, the specialist is responsible for the processing of new employee information, maintenance of Visions and STARS (ADS) accountability systems, assurance employee personnel files are in compliance with Federal and State regulations and laws.

Essential Duties and Responsibilities:

1. Process new employees; generate employee contracts, including salary calculation and salary placement; verify completeness of files, i.e. transcripts, past work experience, licensure requirements, education, etc.; process new employee letter.
2. Process and submit HR Personnel agenda for Superintendent's approval.
3. Process and issue contract adjustments as a result of changes in education, assignment (coaching increment(s), verification of previous employment, and/or increment assignments.
4. Coordinate annually and ongoing increment requests with supervisors/principals for Superintendent's approval; create and distribute increment contracts.
5. Process changes in employment status of employees including but not limited to Resignations, Retirements, Terms/Non-Renew and Leave of Absence.
6. Process and distribute required Leave of Absence letters in response to requests for leave and request to return.
7. Provide weekly and monthly reports of employment activity, i.e. New Hires, Resignations, etc. to the Superintendent and Assistant Superintendent for Human Resources.
8. Process transfers for all contract employees.
9. Assist with un-employment hearings.
10. Assist with Alternative Licensure.
11. Complete Employment Verification forms.
12. Complete Loan Forgiveness Applications.
13. Annually coordinate employee re-election lists with building supervisors/principals for Superintendent's approval; create and distribute annual employee re-election notices and contracts.
14. Annually coordinate distribution of district service pin awards including verification of service, ordering and distributing pins and creating certificates signed by the RISD Board of Education president and the Superintendent.
15. Coordinate district retirement tea including scheduling, notification via printed invitations, ordering engraved trays for retiring employees.
16. Assist with licensure and Highly Qualified compliance to include utilization of STARS program.
17. Maintain any necessary changes to Recruit & Hire in regards to setup and maintenance.
18. Maintain CWA training hours log for determining correct placement for training increment.
19. Process all Coaches (District Employees and Non-District) Increments, new hire, licensure and Coach Agreements.
20. Knowledge of computer systems, including databases and word processing programs.
21. Personal and professional task management through the use of technology.
22. Process ID badges for new employees.
23. Perform Notary Public duties.
24. Maintain confidentiality with sensitive matters.
25. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
26. Report to work on time and work no less than 7 hours per day.
27. Work independently with very little supervision.
28. Ability to deescalate parents/staff; listening/visiting with them about their concerns prior to them meeting with administration.
29. May be required to perform other related functions as assigned by your supervisor(s).

CERTIFIED AND SUPPORT STAFF SPECIALIST (CONT'D)

Supervisory Responsibilities:

Help direct the Human Resources student workers.

Qualifications:

1. High School diploma or GED
2. Bachelor's Degree in Human Resources or related field preferred.
3. Experience in Human Resources or related field may be substituted on a year for year basis for relevant education.
4. Two years' experience in educational or related field.
5. Knowledge of Employment Laws and changes that affect school employment.
6. Valid Drivers' license and Car Insurance (f traveling from site to site)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date