

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

HUMAN RESOURCES COORDINATOR

QUALIFICATIONS

1. Minimum of five years experience working in Human Resources or related field.
2. Advanced knowledge of computer software including spreadsheet formulas, database programming, database queries, mail merges, publishing software, etc.
3. Knowledge and experience with employee insurance benefits and processing.
4. Working knowledge of office procedures and the operation of common office equipment and machines.
5. Able to prioritize workload, keep organized and follow-up on many items.
6. A high degree of proficiency in typing (65+ wpm) and shorthand.
7. Knowledge of spelling, punctuation, grammar and arithmetic.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Business Administrator.

PERFORMANCE RESPONSIBILITIES

1. Coordinate and develop various Human Resource procedures.
2. Maintain various Access databases that provide support to Human Resource functions.
3. Assist with Personnel/Attendance rollover process.
4. Prepare and maintain records/databases for private school billings and special education tuition contracts, process necessary information and research discrepancies.
5. Prepare invoices for tuition reimbursement for homeless students.
6. Prepare state reimbursement vouchers for state responsible out-of-district students.
7. Work with the Business Administrator to prepare transportation bid packets and distribute to vendors.
8. Maintain and distribute Enrollment Kits for new employees.
9. Process all healthcare-related paperwork (new enrollments, terminations, COBRA, etc).
10. Obtain, gather and organize pertinent data as needed and put it into usable form.
11. Assist Business Administrator with processing annual employee contract renewal.
12. Maintain and update all employee contracts for new hires and ongoing staff, and record all changes in staff contract database.
13. Process Legal Public Notices at the direction of the Business Administrator.
14. Assist Superintendent's Secretary with Personnel database functions and reports.

15. Prepare and maintain Board Agendas, Board Highlights and Board Minutes.
16. Assist with School Board Election process and Financial/Relative Disclosure forms.
17. Provide office support, including preparation of COLT Courier and various tasks, as assigned by the Business Administrator and Superintendent.
18. Perform such other duties as may be assigned.

TERMS OF EMPLOYMENT

Twelve month contract. Salary and work year to be determined by the Board of Education in consultation with the administration.

EVALUATION

Performance of this job will be evaluated twice each year by the School Business Administrator/Board Secretary using the district's evaluation instrument.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **September 22, 2011**
AMENDED: