

Mapping of Human Resources Office Re

Job Responsibilities

Receiving & giving info to callers regarding employment

Conduct office visits with people interested in employment

Correspond with inquiries about employment

Parental concerns

Communicate with media

Answer employees questions, personal problems, transfers, contract interpretation, retirement, certification, tuition

Communicate information to employees and departments

Negotiation correspondence, reports, input, interpretation

Post or terminate open positions

Schedule and prepare paperwork for all interviews

Advertise open positions

Recruitment & completion of paperwork for the hiring of personnel

Maintain seniority records of certified and support staff

Process retirement paperwork

Process early retirement incentives and keep data base of retirees

Arrange retirement seminars

Keep up to date on new laws and regulations

Compile monthly Board reports regarding certified and support personnel and notify staff of Board actions

Process paperwork for salary adjustments concerning earning of Masters Degrees

Maintain substitute listings.

Assist teachers with processing of certification paperwork

Provide employees with information concerning the Employee Assistance Program

Process all maternity, sabbatical, and medical leaves for Board approval

Process tuition reimbursement and maintain databases

Assist with staff development sessions and maintain yearly budget

Maintain and distribute mentor books, send correspondence, and perform other induction duties

Handle Act 178 correspondence, mini-grants and set up meetings

Work with district staff concerning awards

Verify employment

Maintain Personnel Policy 7000

Deal with workmans compensation, sexual harassment allegations

Maintain works compensation files

Work with universities to schedule courses to be offered in our area

Type HR Director correspondence

Maintain employee's files

Screen phone calls and visitors

Monitor exit surveys

School calendar updates

Update and maintain Position Control

Monitor followup letters to applicants

Process mail

Correspond with PDE on emergency permits
Kelly Services reports, process reports,Kelly files
Corrective Action Plan and Grievance involvement
Upkeep of assignments in computer system of certificated & support staff-generate monthly lists to schools
Maintain job descriptions
Align teaching assignments with teaching certificates
PDE 5018, 5019 and EEOC/EE0 Reports
Student teacher scheduling
Notary
Office Manager Acting in absence of Director of HR
Recruit, schedule interviews, recommend hiring and orient new employees
Professional development
HR resources need projections
Assist in evaluations
Coordinate collective bargaining
Coordinate investigations of alleged misconduct against staff
Administer budgets for HR
Assist other staff
Liaison to outside agencies
Liaison on legal matters
Member of superintendent's cabinet
Maintain and prepare data for state reports
Coordinate district Employer Assistance Program
Coordinate retirement process
Policy review
Assist in staffing projections
Teacher Induction Program

Responsibilities

[illegible]

		X	X	
		X	X	X
		X		
		X		
		X		
		X		
		X		
		X		
		X		
		X		
<i>Principals & support staff already do this</i>	X	X	X	
<i>Currently done by instr. directors and academic coaches</i>	X			
<i>Principals & instr. directors do staffing</i>	X			
<i>Principals & instr. Directors do evaluations</i>	X			
<i>Supt. or retired admin. could do collective bargaining</i>	X			
<i>Instructional directors, principals, supt. or retired administrator</i>	X			
<i>Very insignificant budget-can be managed by office supervisor</i>	X			
	X			
<i>Other central office directors belong to organizations</i>	X			
<i>Attorney liaison should be the domain of the superintendent</i>	X			
	X			
<i>Admin. Assist. does this</i>	X	X	X	
<i>Union presidents now direct employees to assistance program</i>	X			
<i>Admin. Assist. does this</i>	X	X		
<i>A function of the superintendent and board</i>	X			
<i>Instructional directors and principals presently do staffing</i>	X			
<i>Academic Coaches do this</i>	X	X		