



Job Title: Human Resources Coordinator

Reports to: Director of Human Resources

Dept./School: Bryan ISD Administration

Wage/Hour Status: Exempt

Pay Grade: 103 **Duty Days:** 226

Date Revised: 5/2026

Primary Purpose:

Coordinate one or more assigned human resources programs for the district. Oversee assigned area and ensure legally sound and effective human resources management programs, policies, and practices.

Qualifications:

Education/Certification:

Bachelor's degree required

Special Knowledge/Skills:

Knowledge of the administration of assigned programs and applicable laws

Ability to implement policy and procedures

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Strong organizational, communication, and interpersonal skills

Ability to effectively present information to one-on-one and to small and large groups of employees

Excellent public relations, organizational, communication, and interpersonal skills

Experience:

Two years of experience in human resources administration or public school district leadership experience

Major Responsibilities and Duties:

Human Resources Program Management

- Assist in developing and implementing personnel policies and procedures in the assigned area.
- Coordinate the day-to-day operations of staffing, wage and salary administration, leave administration, performance appraisal, employee relations, and/or benefits.
- Assist in ensuring district compliance with federal and state laws and regulations.

Employment

- Support the human resources department in efforts to work with principals and other administrators to forecast staffing needs and develop staffing plans.
- Oversee and assist with the implementation of recruitment and retention strategies, as well as a screening and selection process for all employees.
- Review certifications to ensure that teachers have the appropriate credentials for assignments.

- Assist with managing a system for new employees to acquire the appropriate information, support, and training necessary for success on the job.

Compensation & Benefits

- Assist with the district's compensation program, including preparing and reviewing job descriptions, salary surveys, and position reclassifications.
- Make recommendations for salary administration and placement of new hires.

Leave Administration

- Process all long-term absences according to established guidelines, including determining eligibility for various leave programs (e.g., family medical leave and temporary disability leave) and providing employees with appropriate and timely notice.
- Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information related to absences, such as deductions from pay, medical certification requirements, return-to-work dates, and fitness-for-duty requirements.
- Work cooperatively with the payroll department and risk management to process and coordinate all employee leaves and absences, including those relating to workers' compensation claims.
- Work with campus and departmental administrative staff to process daily absence reports.
- Assist with the employee orientation program and present information on leave benefits.

Substitute System Management

- Assist with the operation of the automated substitute system, including data entry and generation of reports (e.g., substitute lists, absence reports, and utilization reports).
- Monitor long-term substitute assignments and vacant positions for accuracy compared to campus position control.
- Provide training and support to campus administration users of the substitute system to ensure correct usage.

Employee Relations

- Assist with identifying and responding to employee issues; collaborate with district leadership to ensure preemptive, effective employee communications.
- Assist the human resources department with investigation, analysis, and the decision-making process regarding personnel problems and/or other related policy issues.
- Support directors, officers, employees, and other government agencies on employment, record keeping, retirement, grievance, and other personnel matters and procedures.
- Assist with annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover by analyzing data and conducting exit interviews.
- Assist with the coordination of districtwide employee recognition programs.
- Assist with annual updates to the employee handbook and personnel directory

Records Management

- Support personnel records management and help ensure compliance with the state records management program.
- Compile, maintain, and file all reports, records, and other documents as required.

Other

- Prepare and deliver written and oral presentations on HR and management issues to employees.
- Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies, and procedures accordingly.
- Ensure compliance with local, state, and federal employment laws. Stay abreast of state and federal public policy changes that could impact the district.
- Participate in professional growth activities.
- Perform other duties as assigned.

Supervisory Responsibilities

- May supervise, evaluate, and recommend hiring and firing of human resources department employees.

Mental Demands/Physical Demands/Environmental Factors:

- Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions, including frequent keyboarding and use of mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 15 pounds)
- Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel
- Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____

Date: _____

Received by: _____

Date: _____