



# CLEVELAND

## INDEPENDENT SCHOOL DISTRICT

### *Job Description*

1901 E. HOUSTON STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

<b>TITLE:</b>	HR Specialist	<b>STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Executive Director of Human Resources	<b>TERMS:</b>	214 Days
<b>DEPARTMENT:</b>	Human Resources	<b>PAY GRADE:</b>	CL7

#### PRIMARY FUNCTION

Process all employment actions for the district, including new hires, resignations, certification, background checks, and unemployment claims. Maintain accurate records and ensure compliance with district, state, and federal requirements related to hiring, onboarding, and employee documentation.

#### QUALIFICATIONS

Education/Certification:

High school diploma or (GED)

#### Special Knowledge/Skills:

Knowledge of employment laws, HR processes, and personnel file documentation

Proficiency with HRIS systems and Microsoft Office Suite

Strong organizational, multitasking, and record management skills

Excellent attention to detail and ability to meet strict deadlines

Strong written and verbal communication skills

Ability to maintain confidentiality of sensitive personnel information

Knowledge of certification requirements and background check procedures for public school employees

#### Experience:

Three (3) years of clerical experience in Human Resources or closely related field preferred

#### EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

#### ESSENTIAL JOB FUNCTIONS:

1. Process new hires, including background checks, I-9s, certification verification, and onboarding documents.
2. Conduct new hire orientations and ensure completion of all employment forms.
3. Receive and process resignations and retirements; coordinate offboarding and file closure.
4. Maintain personnel records, contract documentation, and HRIS data accuracy.
5. Manage unemployment claims and verifications in coordination with third-party administrators.
6. Track educator certifications, permits, and renewal deadlines; ensure compliance with TEA regulations.

7. Respond to employee and supervisor inquiries regarding employment, status, and documentation.
8. Support HR leadership with reporting, audits, and special projects.
9. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
10. Develop needed professional skills appropriate to job performance.
11. Maintain confidentiality.
12. Reliable attendance and punctuality.
13. Follow district safety protocols and emergency procedures.
14. Participate in staff development activities to improve job-related skills.
15. Attend and participate in staff meetings and serve on staff committees as required.
16. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
17. Perform other duties as assigned by supervisor and the Superintendent of Schools.

## **WORK ENVIRONMENT**

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used** - Standard office equipment including personal computer and peripherals

**Posture** - Prolonged sitting; occasional bending/stooping, pushing/pulling and twisting

**Motion** - Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting** - Occasional light lifting and carrying (less than 25 pounds)

**Mental Demands** - Work with frequent interruptions; maintain emotional control under stress

**Environment** - Indoors including but not limited to: classroom, cafeteria, library, or other campus location. Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required. Ability to travel during peak season to include some overnight stays.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Employee Signature

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Date