



**Job Title:** Human Resources Coordinator I  
**Position Code:** Classified  
**Job Classification:** Exempt

**Supervisor:** Chief Human Resource Officer  
**Pay Grade:** 14A  
**Days per Year:** 240 Days

## **Position Overview:**

Under the direction of the Chief Human Resources Officer, the Human Resources Coordinator I is a professional who facilitates the human resource processes for Lancaster County School District. The HR Coordinator I maintains and manages detailed employee information along with record keeping and file maintenance. This position provides assistance to the Chief Human Resources Officer with recruitment, maintenance of employee records, assisting with payroll processing, and providing administrative support to all employees. The HR Coordinator I ensures federal and state regulations and planned provisions are followed including record-keeping and file maintenance.

## **Essential Job Functions:**

- Assists with the day-to-day coordination of Human Resources processes, programs, and initiatives
- Develops short-term and long-term goals that support the philosophy and policies of the Superintendent
- Responsible for the hiring process of new hires
- Prepares certified teacher, administrator, and professional contracts
- Processes payroll forms
- Manages the process for student teaching placement
- Administrator of multiple Human Resources database systems as assigned
- Performs customer service functions
- Assists with the certification process for teachers
- Produces and submits reports on general HR activity
- Assists with processing of terminations
- Prepares board and other reports as requested
- Processes unemployment and EEOC claims/hearings
- Prepares letters of employment and/or correspondence as requested
- Performs other related duties as assigned

## **Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Proficient computer skills
- Working understanding of human resource principles, practices, and procedures



- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a medium-paced environment

### **Education and Experience:**

- High School diploma or GED equivalent required
- Associate's or Bachelor's degree preferred
- Six months of clerical experience or any equivalent combination of education, training, and experience required
- Professional Human Resource Certification preferred

### **Working Conditions:**

- Dexterity of hands and fingers to operate standard office equipment to type letters, reports, and other materials; bending, hearing to answer telephone; speaking to exchange information; and sitting and operating a keyboard to enter data into a computer for extended periods of time
- Physical demands include lifting up to 15 pounds at waist height, sitting, standing, walking, bending at the waist, pushing, stooping, kneeling, twisting, turning, reaching, and stretching
- Minimum to moderate stress level

### **Environmental Conditions:**

- Indoor office and school environment
- Temperature - normal climate

### **Americans with Disabilities Act Compliance:**

The Lancaster County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, ethnicity, national origin, place of birth, age, ancestry, disability, pregnancy and childbirth, familial or marital status, gender identity or expression, sexual orientation or any other basis prohibited by law.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

### **Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.