



Longview Independent School District

JOB DESCRIPTION

HUMAN RESOURCE SPECIALIST

JOB TITLE:	Human Resource Specialist	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Chief Human Resources Officer	TERMS:	12 Months
DEPARTMENT:	Human Resources	PAY GRADE:	Para Clerical 7

Primary Purpose:

Provide clerical, technical, and customer service support for Human Resources operations, including educator certification compliance, recruitment, onboarding, staffing, position control, records management, and reporting, in accordance with district policies and state and federal regulations.

Qualifications:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Knowledge of human resources clerical procedures and recordkeeping practices
- Working knowledge of SBEC certification requirements and educator assignment criteria preferred
- Proficient in word processing, spreadsheets, and database applications
- Effective organizational, communication, and interpersonal skills
- Ability to maintain confidentiality and exercise sound judgment
- Ability to meet established timelines and manage multiple priorities

Experience:

- Three (3) years of clerical or administrative experience; human resources experience preferred

Major Responsibilities and Duties:

Certification & Compliance

1. Process educator applications and verify certification through the Texas State Board for Educator Certification (SBEC), institutions of higher education, and out-of-state agencies.
2. Assist campus and district administrators in identifying appropriate certification requirements for employee assignments in compliance with SBEC rules.
3. Track certification, testing, and permit status and follow up with employees to ensure timely completion of requirements.
4. Process SBEC permit applications and monitor approval status.
5. Maintain current knowledge of SBEC, ESSA, and educator certification requirements, procedures, and timelines



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Staffing, Position Control & Records Management

6. Maintain the district position control system, ensuring accuracy and alignment with approved staffing allocations and job descriptions.
7. Receive and process personnel requisitions; reconcile vacancies and resolve discrepancies.
8. Enter and maintain employee data related to assignments, reassignments, salary changes, and separations.
9. Monitor staffing levels and prepare staffing reports as requested.
10. Maintain employee service records and personnel files in accordance with records retention requirements.
11. Administer personnel records storage, imaging, retention, and destruction in compliance with Texas State Library and Archives Commission requirements.
12. Maintain active and inactive employee accounts in substitute management systems.

Recruitment & Onboarding

13. Assist with district recruitment efforts and hiring processes.
14. Prepare, post, and distribute job vacancy announcements.
15. Receive and process employment applications; verify completeness and notify applicants as appropriate.
16. Process new hire documentation, including criminal history information, references, and required employment forms.
17. Administer onboarding packets and follow up on incomplete documentation.
18. Assist with maintaining the district's online interview platform.
19. Assist with preparation and distribution of employment contracts.

HR Support & Customer Service

20. Respond to routine HR inquiries and provide timely, accurate support to employees and supervisors.
21. Explain HR policies, procedures, and practices as appropriate.
22. Maintain HR databases to ensure employee information is accurate and current.



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23. Greet visitors and assist employees and applicants with required paperwork.
24. Answer incoming calls, route inquiries, and take accurate messages.
25. Maintain confidentiality of employee and district information

Reports, Correspondence & Accounting

26. Compile data for federal, state, and local reports as assigned.
27. Prepare correspondence, forms, and reports in accordance with district standards.
28. Assist with preparation, maintenance, and distribution of the employee handbook.
29. Perform routine bookkeeping tasks for the department.
30. Process requests for official district records, including logging, retrieval, and distribution

Other

31. Follow district safety protocols and emergency procedures.
32. Other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; 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 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide 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.

Signature _____

Date _____