



Paraprofessional Vacancy Richardson ISD

POSITION: ADMINISTRATIVE SPECIALIST III – HUMAN RESOURCES

REPORTS TO: EXECUTIVE DIRECTOR - HUMAN RESOURCES SUPPORT SERVICES

PERIOD OF EMPLOYMENT: 12 MONTHS - 226 DAYS **POSITION CONTROL:** #45650048

SALARY: LOCAL PAY GRADE: PGQ **SALARY RANGE:** \$38,004 - \$39,216

- QUALIFICATIONS:**
- High school graduate or equivalent
 - Thirty hours college credit and three years general clerical experience or have five years general clerical/secretarial experience which can be verified
 - Three years of experience working with human resources, insurance, workers compensation, and closely related fields preferred
 - Ability to interpret and disseminate information to individuals and groups
 - Excellent oral, written, and interpersonal communication skills and the ability to interface with administrators, staff, and general public
 - Highly-organized and a self-starter
 - Possess excellent computer skills
 - Exhibit the ability to maintain confidentiality
 - Demonstrate the ability to work well with colleagues and supervisors as an important part of a team

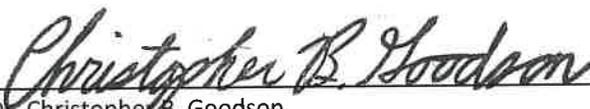
- MAJOR RESPONSIBILITIES:**
- Maintain, monitor, and make recommendations to improve the online hiring system
 - Interface with the other district departments regarding the Applitrack hiring system
 - Process classified child nutrition, temporary, tutors, xPlore, AP proctors, school resource officer applications in the online hiring system
 - Respond to telephone calls and e-mails in a timely manner
 - Communicate with principals and teachers to keep them apprised of hiring updates related to Auxiliary employees
 - Coordinate badges & building access
 - Conduct criminal background checks and fingerprinting
 - Support new teacher orientations
 - Facilitate the onboarding of new classified employees
 - Manage multiple tasks, conduct follow-ups, and work under timelines
 - Make appropriate decisions in accordance with established Human Resources Department priorities, policies, and procedures
 - Seek and attend professional development offerings to maintain knowledge of current federal, state, and local legal requirements
 - Maintain prompt and regular attendance
 - Perform other duties as assigned
 - Monitor FCA contractor database

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and two electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:


Dr. Christopher B. Goodson
Assistant Superintendent - Human Resources

DATE: 03/09/2026

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.