



PLEASE POST

POSITION TITLE: Human Resources Associate/Substitute Coordinator

DEPARTMENT: Employee Services

CLASSIFICATION: RADSS

FLSA STATUS: Non-Exempt

FTE STATUS: 1.00

REPORTING RELATIONSHIP: Executive Director of Employee Services

LOCATION: Administration Building

WORK SCHEDULE: Monday-Friday; 6:00 am – 2:30 pm (requires some overtime) – 12 mos.
Position

PAY RANGE: \$20.32 - \$26.52 per hour

GENERAL PURPOSE:

Under general supervision, provide assistance for the efficient operation of the central administration office. Responsible for maintaining the absence management system, substitute placements, third party payroll related to the absence management system, employee attendance records, contacts and assigns substitutes daily for employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the absence management substitute system. Update system with all staff changes including yearly changes to classifications, locations, calendars, adding new staff and removing terminated staff, etc;
- Reconcile substitute coverage for payroll processing as needed;
- Respond to substitutes and staff regarding policies and procedures;
- Responsible for resolving payroll issues through the adjustment process;
- Process all initial substitute applications into the computerized substitute system;
- Oversee/correct daily absence verification process at building level. Interface with payroll for purposes of employee absences;
- Responsible for onboarding all third-party employees;
- Responsible for recruiting EDUStaff substitutes;
- Manage employee attendance accruals and deductions;
- Maintain sick bank balances;
- Receive requests and manually assign substitutes for hard to fill or vacant assignments.
- Develop and carry out an action plan when demand for substitutes exceeds the available supply;
- Compile weekly/monthly substitute reports as requested;
- Responsible for the compliance of FMLA including the distribution of forms, personnel change forms, and leave sheet etc.;
- Participates in meetings and/or conferences that involve a range of human resource issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff;
- Assist with the submission of the Registry of Educational Personnel;
- Responsible for interviewing candidates as needed;

- Assist with processing RCS new hires, terminations and staff changes for the department;
- Assist the Human Resources Generalist with projects as needed;
- Serves as a backup to the Human Resources Generalist as needed;
- Serves as a backup for the Receptionist/HR Assistant as needed;
- Process Personnel Change Forms as needed;
- Assists the Receptionist/HR Assistant and the HR Generalist as needed;
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Participate in organizational quality;
- Keep in confidence all student and/or personnel records and information;
- Adheres to, interprets and implements all district policies, administrative guidelines and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
 - Keep in confidence student records and information as required under FERPA; HIPPA, etc.;
 - Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by the Executive Director of Employee Services.

SUPERVISORY RESPONSIBILITIES:

- Position does not have supervisory responsibilities.

EDUCATION and/or EXPERIENCE:

- Possession of a High School Diploma or equivalency
- Ability in all language arts skill areas
- Experience or training in office practices
- Ability to set up and maintain files
- Ability to handle routine correspondence
- Ability to work well with students, the public, and other employees
- Ability to handle routine bookkeeping functions
- Ability in using computer software such as: word processing, spreadsheets and e-mail
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TO APPLY: Please click on link below to apply for the position:

<https://www.applitrack.com/romeo/onlineapp/>