



Job Title: **Administrator of Education Support Professionals**

Department: **Human Resources**

Supervisor: **Director of Human Resources**

Lane Placement: **Administrative Lane 5**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

Under the direction of the Director of Human Resources, the Administrator of Education Support Professionals coordinates human resource activities throughout the District, such as the recruitment process for education support professionals and licensed employees, compensation recommendations, employee training; leave requests, benefits and other employee services.

## **ESSENTIAL FUNCTIONS**

- Assist the Director of Human Resources to ensure that operation and activities of the department comply with Board goals, policies and guidelines.
- Assist in interpretation and dissemination of information to employees, community or media concerning personnel matters.
- Under the direction of the Director of Human Resources, may provide assistance and guidance to principals and directors related to employee discipline and documentation procedures.
- Assist in development, recommendations, interpretation and direction of all policies and programs related to employment, assignment, promotion, evaluation, salary placement, substitute use and fringe benefit programs for classified and licensed personnel.
- Screen candidates for all contracted positions by evaluating qualifications and ability and making recommendations to the school principal or department director.
- Coordinates the interview process for qualified candidates who are seeking employment in the district to ensure the most qualified applicants are selected.
- Act as liaison between principals/directors and the Director of Human Resources concerning personnel placement to assure proper certification for all assignments.
- Analyzes wage and salary reports and data to recommend a competitive compensation plan.
- Administer the Position Analysis Questionnaire (PAQ) process to ensure the job behavior score is used to determine equitable salary placement for positions.
- Responsible to evaluate and maintain internal Human Resources data systems.
- Ensure proper management of all files pertaining to potential candidates and current employees.
- Assist as assigned in planning and implementation of in-service and staff development programs.
- Assists in providing information for unemployment claims for all employees and participates in unemployment claim appeals.
- Keep abreast of current trends and developments in education in support of the role of hiring the most qualified candidates.
- Keep abreast of current trends and laws in labor law and government mandated employment law in support of district compliance.
- Coordinates employment eligibility verification for all employees and assist employees in securing eligible employment status as required by the Department of Homeland Security.
- Assist in coordinating the employee background check process and evaluate employment applications for employment eligibility.
- Assist in preparation of district, State and federal reports as required.

- Assist in development, implementation and evaluation of short and long-term planning and accountability procedures for the Department of Human Resources.
- May consult legal counsel to ensure that policies comply with federal and state law.
- Predictable and reliable attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Bachelor's degree in human resources, business, organizational development or equivalent education required.
- Master's degree in business, human resources or related field required.
- Requires six to ten years experience as an HR Generalist with an emphasis in employee recruitment, compensation, employee relations, labor relations or related experience. SPHR or PHR certification highly preferred.
- One year of supervisory experience required.
- Requires a strong knowledge of employment laws; including FMLA, FLSA, ADA, Title VII, ADEA, Utah State code, unemployment, OSHA, Workers Compensation and other applicable laws and regulations.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, cabinet, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, Access, Human Resource/Payroll programs, etc.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019