

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	Staffing Coordinator
<b>Prepared Date:</b>	5/13/2020
<b>Revised Date:</b>	9/15/2023
<b>Work Year:</b>	220 days
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Human Resources Supervisor
<b>Salary Range:</b>	ATP Salary Schedule
<b>Benefits:</b>	Fringe Benefits based on Schedule C Benefits
<b>Status:</b>	FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Human Resources Staffing Coordinator is responsible for working with administrators, supervisors, and support staff with all aspects of recruiting, job postings, selection, and processing of non-administrative, certified and Educational Support Personnel (ESP) employees. This position performs a variety of highly complex, technical duties requiring excellent communication. This position will utilize specialized knowledge and independent judgment involving frequent public contact for recruitment, selection by appropriate qualifications and credentials, staffing, and access to information concerning employer/employee relations. This position is responsible for the accurate and timely entry of a variety of data into various computer software programs. This position will work with the HR Supervisor to ensure all staff are reported correctly to CDE for its annual reporting. This position will also be responsible to follow all negotiated agreements and proper salary placement.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Any combination of education, training, and/or experience equivalent to: BA Degree in Human Resources or related field, and three (3) years of secretarial/clerical or HR experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Experience/knowledge in Human Resources field.
- Experience/knowledge in Alio Business Management Software.
- Experience/knowledge with Frontline Applicant Tracking System (Applitrack), Frontline Technologies, and Alio
- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Experience with Colorado Department of Education Data Pipeline Report
- Experience RANDA – Colorado State Model Performance Management System
- Knowledge of FLSA (Fair Labor Standards Act)
- Knowledge of Federal I-9 requirements
- Previous experience in K-12 setting
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Ability to be detail oriented with excellent proofing skills (ex. proper grammar, style, syntax, spelling, and punctuation)
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Ability to use standard database, spreadsheet, and word processing software effectively
- Ability to compose clear, concise letters and memos and format reports
- Ability to prioritize, plan, organize, and execute work independently
- Excellent skills in Excel, SQL, and data visualization software
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently

- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Protect organization's value by maintaining confidentiality in all aspects of assignments
- Manage the employee hiring process including monitoring the flow of personnel requests and job postings, screening and interviewing processes, reference checks, criminal background checks, and job offers based on established standard operating procedures, negotiated agreements, and pay schedules for assigned schools, locations, and departments
- Screen and evaluate employment applications; refer qualified applicants to applicable hiring manager/administrator
- Plan, schedule, and conduct orientations for all assigned new hires; prepare, complete, and finalize personnel folders and cards for all respective employees.
- Assist and consult with District, Department, and School Administration in developing and establishing FTE requirements
- Communicate regularly and professionally with District Administration to keep them updated and informed of new hire progress
- Learn and keep current and familiar with applicable negotiated contracts
- Attend scheduled and unscheduled meetings with support staff supervisors, managers and department administration to discuss both instructional staff and District issues
- Work closely with the District recruiting program. Post positions online; place newspaper ads; Represent the District and the Human Resources Administration at recruitment job fairs as required
- Work with HR Administrators to monitor all changes for personnel: status, building changes, transfers, Every Student Succeeds Act, and Highly Qualified status of applicable employees
- Monitor teaching license issues ensuring that all teaching staff remains certified in the appropriate field
- Monitor status of athletic coaches' licenses and CHSAA Coaching Certificates for Non-Licensed Coaches
- Manage Athletic Coaching Extra Duty Contracts
- Oversee and manage all systems, data functions, and process solutions for Pueblo School District #60 human resources management systems
- Assist with support of HRIS clients ensuring the ongoing operations, maintenance, and

improvement of HRIS systems and the various interfaces to other systems

- Collaborate with a variety of internal and external customers including schools, Accounting, Budget, Payroll, IT, employees, and various vendors and business providers
- Assist with HR reporting processes for internal and external customers, including state reporting
- Support and monitor the RANDA educator evaluation system as needed
- Pull data from various databases to satisfy requests from within the district and open record requests, including HR and benefit information reports, statistical analysis, and census data for actuaries, bargaining units, the Board of Education, HR, employees, etc.
- Manage, maintain, support, monitor, and evaluate the applicant tracking system
- Support the completion of the Staff Report and Teacher-Student Data Link for CDE
- Create and monitor AppliTrack and Central forms and their associated workflows
- Maintain employee personnel files as assigned

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Human Resources Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	

Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50</b> lbs.			<b>X</b>		
Lifting Maximum weight: <b>50</b> lbs.			<b>X</b>		
Carrying Maximum weight: <b>50</b> lbs.			<b>X</b>		

**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.