



City of St. Charles School District

HUMAN RESOURCES COORDINATOR

Reports to:	Assistant Superintendent of Human Resources
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	246 days, which shall include 8 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The HR Coordinator is a professional who completes administrative duties for the human resources department of an organization. This individual will assist the Assistant Superintendent of Human Resources with recruitment, maintain employee records, and provide administrative support to all employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Assist with all internal and external HR related inquiries or requests
- Maintain both hard and digital copies of employees' records
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts
- Assist with performance management procedures
- Schedule meetings, interviews, HR events and maintain agendas
- Coordinate training sessions and seminars
- Perform orientations and update records of new staff
- Produce and submit reports on general HR activity
- Assist with payroll and ad-hoc HR projects
- Support other assigned functions
- Keep up-to-date with the latest HR trends and best practices
- Builds relationships with other HR professionals and community members
- Assists with state reporting needs
- Supports HR related District committees
- Assists with negotiations process
- Attend/Complete District PD and training.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS AND REQUIREMENTS:

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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Two year college, equivalent from accredited university, preferred
- Two or more years of related Human Resource related experience, required
- Experience in working effectively with administrators and other staff personnel, required
- Experience with the operation of computers and software, required

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills
- Must have ability to learn and utilize new software programs as systems are upgraded
- Must have excellent keyboarding skills and good grammatical, spelling and punctuation
- Ability to apply knowledge of current research and theory in specific field
- Ability to establish and maintain effective working relationships with staff and the school community
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board policies

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Human Resources Coordinator
Created March 30, 2021
Revised SY 2022-2023
Revised SY 2024-2025