

TITLE:**TECHNICIAN (Personnel Services, Confidential)****FLSA: Non-Exempt****QUALIFICATIONS:**

1. High School Diploma or GED
2. Proficiency in Microsoft Office.
3. Ability to communicate effectively both verbally and in writing.
4. Three (3) or more years of verifiable experience in human resources personnel management, including thorough knowledge of personnel functions as it relates to certification; or an equivalent combination of education and experience that is deemed equal or superior to the foregoing requirements.
5. Experience in Skyward management system preferred.
6. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Sr. Director of Human Resources**JOB GOAL:**

To assist the Sr. Director of Human Resources to perform assigned responsibilities in an efficient manner in order to be effective in the education process.

PERFORMANCE RESPONSIBILITIES:*** Essential Performance Responsibilities**

- * 1. Use effective, positive interpersonal communication skills.
- * 2. Perform a variety of complex secretarial tasks requiring a high degree of maturity, tact, and judgment, and the ability to discern and maintain the confidential nature of sensitive information.
- * 3. Prepare new and revised board rules as directed and ensure legal advertisements are placed following board approval.
- * 4. Maintain ongoing file of items for board approval, (i.e. resignation, leave of absence, appointments, transfers, supplements, etc.) and prepare spreadsheets for Boarddocs for each board meeting.
- * 5. Reconcile FDLE monthly invoices and maintain fingerprint database via FALCON for the district and charter schools.
- * 6. Perform financial duties required by the activities and functions of the department/division including payroll, purchase equipment and office supplies, and initiate and process requisitions, purchase orders, and invoices.
- * 7. Prepare correspondence and forms and route routine mail as appropriate.
- * 8. Maintain district job descriptions electronic file, ensuring that new/revised job descriptions are added to the district website following board approval.
- * 9. Post vacancies on the applicant tracking system as directed and provide technical assistance to applicants.
- * 10. Maintain personnel records and filing systems as required by State Law, SBE Rule, and School Board Rule.
- * 11. Prepare and process teacher contracts/reappointment letters for all employees as directed.
- * 12. Maintain non-instructional substitute database and update records, files and listings, etc.
- * 13. Process-in new employees and enter/scan into Skyward and E-Verify.
- * 14. Coordinate School Related Employee of the Year.
- * 15. Maintain new hire electronic processing system.
- * 16. Maintain District Strategic Plan documents.
- * 17. Perform other such duties as the Superintendent or designee may assign from time to time.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lifts and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.