

JOB DESCRIPTION



DERBY PUBLIC SCHOOLS
www.derbyps.org

Position:	Human Resources & District Data Coordinator
FLSA Status:	Non-Exempt
Reports To:	Superintendent
Bargaining Unit:	Non-Affiliated
Supervises:	N/A
Work Year:	12 Months
Reviewed:	08/2015
Revised:	08/2015

GENERAL DESCRIPTION

The Human Resources & District Data Coordinator assists the Superintendent in the areas of employment, benefits, employee relations and general department functions and is also responsible for the administration and the maintenance of the district's student information systems, as well as the compilation and submission of required district, state, and federal reports.

QUALIFICATIONS AND REQUIREMENTS

- Proficiency in Microsoft Office Suite
- Knowledge and skills in the use of Pearson PowerSchool
- Ability to train/teach other to use student information software and systems
- Necessary skills to communicate effectively with students, parents, staff, and the community.
- Ability to be self-directed, possess the ability to tend and manage details, be organized
- Must establish and maintain cooperative working relationships with staff, administration, general public
- Ability to multi-task, manage multiple projects at one time
- Demonstrated expertise in the use of technology to support educational database systems
- Experience with data compilation and state reporting
- Must be able to maintain high levels of confidentiality

DUTIES AND RESPONSIBILITIES

- Advertises vacant positions internally and externally and maintains the Applitrack system in regard to job postings, resume review, and email correspondence.
- Works with Payroll to ensure new staff is properly initiated into the system and communicate pertinent changes involving personnel, salary, or insurance adjustments. Provides benefits and salary information to the Business Manager for budgeting purposes.
- Generates required termination paperwork and calculates remaining annual salary and benefits adjustment.
- Answers employee inquiries regarding leaves of absence and generates necessary paperwork. Enrolls and coordinates files regarding employee medical, dental, and vision benefits.
- Submits COBRA paperwork to third-party administrator for processing.

- Calculates premium cost shares and produces salary reduction agreements for the annual open enrollment period and for plan/employee changes as necessary.
- Records and submits first reports of injury to workers compensation.
- Completes verifications of employment in writing and verbally.
- Complete, enter, and maintain state reporting for the ED162 Non Certified Staff and Fall Hiring Survey and the ED163 Certified Staff File in the State of Connecticut DOE database.
- Provides information for contract negotiations, maintains contract files, makes recommendations for contract changes to the Superintendent.
- Maintain and manage the district's PowerSchool student database system, including setup and maintenance of all schools in database; creating reports and forms used by PowerSchool; creating custom pages for ease of use by school staff; setting up school/district years/terms; running year-end reports and rolling over the district; entering new staff and providing training and support as needed; assist in evaluating and recommending software add-ons.
- Maintain and manage the district's student database systems, including setting up and maintaining sync with PowerSchool for IEP Direct, Horizon, Naviance, Destiny, and SchoolMessenger. Updating students/staff/classes at the beginning of the school year including but not limited to a variety of student assessments, such as ThinkCentral (Journeys), Amplify (Dibbles), NWEA (MAP), AIMSweb, and My Lexia.
- Assist IT in operation and maintenance, and training needs of the district's SchoolMessenger staff and parent communications system.
- Assure compliance with state reporting requirements including:
 - PSIS registration database (weekly) and Summer Roll-up
 - Submission and Certification of Data Collection Reports (Oct, Jan, and June)
 - Submission and Certification of ED166 Report (bi-annually)
 - Submission and Certification of TCS teacher/course/student Report (annual)
 - Compile ED400 Report (annual)
 - Importing of English Language Learner (ELL) Report (annual)
 - Compile and submit Civil Rights Data Collection (when required)
- Other duties as assigned by the Superintendent.

ACKNOWLEDGEMENT:

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's appointing authority, or designee.

 Superintendent or designee

 Date

My signature below signifies that I have acknowledged the contents of my job qualifications and have reviewed the contents of my job description and that I am aware of the requirements of my position.

 Employee

 Date

EVALUATION

Performance of this position will be evaluated by the Superintendent on an annual basis.

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