

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: HUMAN RESOURCE COORDINATOR/OFFICE MANAGER

File 202

Reports to: Treasurer

Job Objective: Performs duties that support the effective processing of authorized financial obligations and personnel files. Performs secretarial duties that support the effective management of pupil services. Performs duties that support the effective maintenance of student/staff records. Provides administrative support services that support the effective management of district operations.

Minimum Qualifications:

- High school diploma or GED.
- Post-secondary business school training or equivalent accounting work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Meets all prerequisite qualifications to be bonded.
- Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.
- Keeps current with technology, Microsoft Office and Google Applications and other workplace innovations that support job functions.
- Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to consistently compute mathematical data accurately.
- Gives careful attention to details and effective customer-service.
- Experience with governmental accounting procedures and automated data processing systems.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Ensure all students in the School District are accounted for for funding purposes and any required District reporting.
- Gather and submit data to NOACSC and ODE in a timely manner for all reporting periods.
- Along with the Superintendent and Treasurer, track outgoing/incoming open enrollment, community school, court placed students, etc.
- Attend necessary meetings and conferences on EMIS, assist building secretaries in adhering to deadlines, train secretaries when needed for any new procedures.
- Serves as a liaison to the A-Site. Monitors regulations that determine the manner in which data is collected, recorded, and/or reported. Attends training programs to keep current with software modifications. Distributes updated information. Helps train other support staff as directed.
- Develop relationships with administrators to keep them informed of the reporting responsibility and the operation functions of EMIS to ensure the accuracy and completeness of District data reported.
- Provides clerical services and organizes office activities. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Coordinates office workflow. Monitors work progress. Helps staff as needed to meet deadlines.
- Accept all employee applications. Maintain applicant files. Prepare personnel files.
- Ensure everyone has a current license/permit and current Fingerprint Background checks prior to paying them through payroll. This includes Teachers' licensure, Coaching Pupil Activity Permits, Educational Aide Permits.
- Upholds board policies and follows administrative procedures while promoting a professional image of the school district and encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Greets and assists office visitors. Answers and directs phone calls.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- Helps maintain fixed asset records. Tags property with durable identification labels. Updates inventory lists and depreciation schedules. Deletes assets as directed following board-adopted procedures. Prepares an end-of-year report.

- Posts receipts, expenditures, and investment transactions daily. Balances ledgers monthly.
- Maintains student activity accounts and building fund records.
- Reconciles bank statements as directed.
- Processes receivable accounts. Prepares/makes bank deposits.
- Reviews staff mileage and reimbursement forms. Prepares and disburses checks as needed.
- Helps gather information and types grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms related to administrative procedures and program functions.
- Updates board policy and administrative procedure manuals
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Cross-trains with other staff and assists as needed to deal with unexpected/urgent situations.
- Participates in staff meetings and professional growth opportunities as directed.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.