

# **ESCCO - COUNCIL OF GOVERNMENTS**

## **JOB DESCRIPTION**

### **HUMAN RESOURCES COORDINATOR**

#### **Minimum Qualifications:**

- Valid Ohio administrator's license with Ohio Department of Education
- Experience as a building administrator and/or district level administrative experience
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Proficient in the use of data information systems and Microsoft Office programs - Word, Excel and PowerPoint
- Working knowledge of Frontline Education suite of tools

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Director of Human Resources

#### **Job Objectives:**

**Substitute Consortium** - Coordinates the ESC-COG substitute teaching consortium which provides substitute teachers for consortium members (districts/schools). Provides employment verification, recruitment and training in accordance with state statutes and ESC-COG Board policy.

**Agency Liaison** – Coordinates relationships between the ESCCO and assigned community agencies, providing all aspects of Human Resource support requested.

#### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Complies with unemployment compensation guidelines including annual reasonable assurance notification to all active substitutes
- Coordinates process for the annual renewal of active substitutes
- Works with appropriate ESC staff in updating annual Scope of Work and District Service Agreements
- Provides regular reports to consortium member districts regarding fill rates as needed/requested for member districts
- Coordinates operation of background checks at both offices in compliance with Ohio Attorney General's office
- Schedules and conducts Consortium Member User Meetings. Updates onboarding presentation as needed

- Assesses needs and arrange for training of new district members in use of software
- Assesses needs of member districts in regard to substitute services professional development needs
- Maintains data in ESC-COG Substitute Employee handbook on web site and other sites
- Maintains accurate substitute salary data for web site and fiscal office
- Produces newsletter for member districts and active substitutes posting same on web site
- Provides information and guidelines for districts requesting consideration of joining the substitute consortium
- Coordinates substitute performance reports with ESC HR Director
- Maintains regular updates to ESC Deputy Superintendent and ESC HR Director
- Arranges and conducts onboarding sessions for new employees
- Conducts evaluation of staff members in accordance with ESC policy
- Maintains regular contact with software companies (Frontline, Powerschool, Public SchoolWorks)
- Works with ESC HR Director in regard to arranging presenters to the Central Ohio Human Resource Directors quarterly meetings hosted by the ESC
- Communicates effectively and consistently with clients
- Provides human resource support to community agencies
- Serves as the community agency liaison with the Treasurer's office on payroll matters
- Assess and assist as requested with community agency staffing needs
- Provides on-boarding services related to human resources for any new agency
- Coordinates onsite support for on-boarding activities
- Assists with community agency staff needs/requests
- Performs other specific job-related duties as assigned by Superintendent or his/her designee

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.