

Red River Parish School Board

Job Description

TITLE: **Human Resource Clerk**

Qualifications: High School Diploma or GED
Four to six years job related experience; or equivalent combination of education and experience
Ability to perform essential function of Human Resource Department
Successful secretarial job experience
Ability to take initiative, work independently, and follow oral and written directions
Experience managing electronic systems and software
Excellent communication skills
Ability to prioritize and complete work within time constraints

Superordinate: **Superintendent**

Performance Responsibilities

1. Plan and coordinate the operation of the Human Resources Department under direction of the Superintendent, in such a way as to enhance overall efficiency of the school system and to maximize the benefits to each individual employee.
2. Cultivate and model a respectful working and learning environment.
3. Independently oversee and perform complex Human Resource functions.
4. Communicate effectively in writing and verbally to all stakeholders.
5. Process personnel actions (by direction of the Superintendent) including but not limited to hiring, leaves of absences, changes in status, terminations, retirements, and substitute assignments.
6. Collect, input, and format computer data for state reporting as well as District, department, and school needs.
7. Perform Human Resources duties in an efficient, professional, and courteous manner.
8. Pursue professional development of skills and knowledge necessary for the effective performance of the position.
9. Attend local and State meetings and training related to Human Resources and systems.
10. Monitor and reconcile employee time sheets and records.
11. Monitor and record employee annual leave.
12. Maintain eligible candidate lists for employment and provide to department heads as needed for employment opportunities.
13. Explain benefits and general terms and conditions of employment to employees and department representatives.
14. Perform a variety of general office support duties.
15. Perform related duties as required by the immediate supervisor.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

12 Months