

JOB DESCRIPTION

Job Title	Staffing Coordinator	Job Title Code	438100
Reports to	Executive Director, Human Resources	Wage/Hour Status	Non-Exempt
Dept/School	Human Resources	Pay Grade	308
		Date Revised	March 6, 2025

Primary Purpose

Assist with the daily operation of Human Resources for personnel management and talent acquisition management and recruiting efforts and implementation of standard operating procedures.

Education/Certification

- High School Diploma/GED or High Education Degree from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on the District's clerical SET test if applicable
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of computers and software applications

Experience

- Four (4) years related experience

Major Responsibilities and Duties

1. Serve as a resource for support department activities.
2. Create and maintain standard operating procedures for the department.
3. Facilitate appropriate cross-training to ensure department functions and processes are supported at all times.
4. Observe department operations, analyze potential problems, and take correction action; provide information and clarification to supervisor and other departments as needed.
5. Perform routine tasks to generate department documentation, records, and correspondence.
6. Maintain, organize, and file department records.
7. Manage department communication
8. Assist the department supervisor with the production of reports and documents.
9. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
10. Work independently receiving a minimum of detailed supervision and guidance.
11. Schedule appointments and maintain a calendar for the supervisor.
12. Process the hiring of new employees, transfers, resignations, retirees, and other personnel actions, as required.
13. Coordinate specific work requiring the participation of other departments.
14. Provide reports, correspondence and verbal assistance to school officials.
15. Provide instructions to other employees under the supervisor's direction.
16. Participate as a member of the professional/clerical hiring team.
17. Monitor department absences, weekly time sheets.
18. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

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Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.