

Job Title: HR Communications Specialist

Wage/Hour Status: Hourly

Reports to: Director

Pay Grade: 305

Dept/School: Human Resources

Date Revised: August 4, 2022

Primary Purpose

Provide general clerical support to Human Resources hiring team in communication related to recruitment efforts. Assist with various hiring, recordkeeping, and verification processes.

Qualifications

Education/Certification

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

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of computers and software applications such as Excel, Microsoft Word, and Adobe Acrobat

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Tabulate, post, and record data for teachers and paraprofessionals related to district recruitment and retention.
2. Coordinate the design and printing of district publications and promotional materials for employee recruitment.
3. Open and route incoming mail related to teacher, paraprofessional and principal recruitment and retention.
4. Complete purchase orders for recruiting fairs, supplies, and tuition.
5. Maintain accurate budget records for recruiting, retention, and tuition/certification/examination reimbursements.
6. Copy, process, and file paraprofessional and teacher tuition, certification, and examination reimbursement forms to promote professional growth within the school district.
7. Create and push social media content for District employee recruitment campaigns via approved social media channels under the direction and guidance of HR Directors.
8. Assist with recruitment, assignment, notification, and tracking of substitute teachers and substitute paraprofessionals.
9. Maintain optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
10. Process paperwork regarding recruiting efforts, to include travel, registration, ordering materials, scheduling, advertisements, budget, and preparation of recruiting materials for recruiters.
11. Exercise judgment based on knowledge and experience to plan details of the work and to select appropriate methods or processes to accomplish work objectives.
12. Maintain confidentiality of information.
13. Process teacher, paraprofessional, and substitute teacher applications both paper and internet and serve as the primary contact for the online applicant system.
14. Verify teacher, paraprofessional, and substitute teacher applications for certifications through SBEC website to ensure compliance with state requirements.
15. Possess knowledge of the Teacher Certification Program.
16. Assist applicants in understanding and working towards certification opportunities and requirements.
17. Responsible for TEAMS Applications reports throughout the year.

- 18. Assist in substitute teacher and paraprofessional orientations to ensure compliance with district requirements.
- 19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computers, printer, fax machine, copier, typewriter, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; maintain repetitive hand motions, prolonged use of computer.

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 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.