

Killeen Independent School District Job Description

Job Title: Coordinator for Auxiliary Personnel
Reports To: Director for Auxiliary Human Resources
FLSA Status: Exempt

SUMMARY

Recruits, screens, interviews and refers job applicants to fill existing district job vacancies. Also, compiles and maintains applicant records by performing assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Evaluates employment applications and reviews work history, education and training, job skills, compensation needs, and other qualifications of applicants.

Records additional knowledge, skills, abilities, interests, testing, interview results, and other data pertinent to selection and referral of applicants.

Determines vacancy requirements by examining job description and job qualifications.

Informs applicants of job duties and responsibilities, compensation, work schedules, working conditions, district policies, promotional opportunities, and other related information.

Refers selected applicants for interviews according to district policy.

Extends offers of employment to selected candidate.

Keeps records of applicants not selected for employment.

Performs reference and background checks and ensures criminal history checks are completed on all personnel hired.

Arranges for auxiliary pre-employment physicals and/or drug testing.

Searches for and recruits applicants for open positions.

Assists with the district's recruiting program.

Professionally represents and promotes KISD as an employer of choice at local, state, and national job fairs to attract and attain quality applicants.

Participates in panel interviewing process for positions across the district as requested.

Hires and terminates auxiliary personnel.

Counsels auxiliary employees on personnel issues.

Provides guidance for administrators on employee issues.

Maintains computer testing room, coordinates software and hardware upgrades, as needed.

Creates job descriptions for auxiliary personnel, performs updates as needed.

Conducts auxiliary wage surveys to ensure comparable hourly pay rates within the board-designated job market.

Assists with district-wide staff development.

Prepares auxiliary vacancy announcements.

Administers secretarial and instructional aide exams.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

In the absence of the Director for Auxiliary Human Resources, directly supervises employees in the Auxiliary Human Resources Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree, preferred, Bachelor's degree in Personnel Management, Human Resources, Education or equivalent, required, three or more years of related experience and/or training, required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, principals, auxiliary personnel, teachers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS

Knowledge of the selection, training, and supervision of personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to develop and deliver training to adult learners

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; frequent districtwide, statewide, and out-of-state travel

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

Revised Date: October 30, 2018

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