

## **Killeen Independent School District Job Description**

**Job Title:** Coordinator for Professional Personnel Management  
**Reports To:** Chief Human Resources Officer  
**FLSA Status:** Exempt

### **SUMMARY**

Ensures that all employees meet state certification requirements, that each employee holds a current and appropriate contract, and that district records satisfy state auditing requirements; recruits and hires teachers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Ensures that all certification requirements are met on all professional employees.

Ensures that the contract renewal recommendation and approval process meets Board and legal requirements.

Ensures that the state's appraisal mandates are satisfied annually.

Ensures that all professional employee files comply with state guidelines (computerized and hard copy).

Coordinates the preparation of certification applications and gathering of necessary documentation for teacher certification.

Analyzes employee data for governmental reporting purposes.

Assists retirees with the processing of required paperwork.

Administers in-processing sessions for all new professional personnel.

Administers a certification audit at least twice a year.

Assists with the district's recruiting program.

Organizes and facilitates the annual appraisal process for administrator and professional support personnel.

Performs reference and background checks on applicants.

Assists with district-wide staff development.

Maintains district records for determining and documenting highly qualified status for teachers.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

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, teachers, staff and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as proportions and percentages. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **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.