

Erie County Technical School Job Qualifications

TITLE: Coordinator of Administrative Services and Human Resources

DEPARTMENT: Administration

REPORTS TO: Director

REVISION DATE: 2/2021

REQUIREMENTS:

1. Bachelor's degree in business administration/management, human resources management, or a related field with significant coursework related to personnel administration.
2. Five (5)+ years of full-time experience in administrative services and human resources.
3. Two (2)+ years of leadership experience in public educational collective bargaining, including experience in negotiations for at least two collective bargaining contracts.
4. Maintain confidentiality.
5. Conduct data analysis as assigned.
6. Establish and maintain effective working relationships with employees, our collective bargaining units, and the public.
7. Knowledge of:
 - a. Employee relations
 - b. Occupational health and safety guidelines
 - c. Basic statistics
 - d. Federal and state laws, regulations and procedures regarding administrative services and human resources.
8. Must have or being willing to get Act 34, 114 and 151 clearances.
9. Excellent computer skills and experience with MS Office Suite of programs.

JOB STATEMENT:

This position requires the employee to be self-motivated and personally accountable for their work in a leadership environment. The employee must be able to apply critical thinking skills, solve problems, work well in a team-based environment, and serve as a primary coordinator and leadership representative in a collective bargaining environment.

ADMINISTRATIVE SERVICES

Performance Responsibilities:

1. Serve on the Administrative Leadership Team.
2. Provide input for governance processes via our Joint Operating Committee.
3. Maintain personnel information system to ensure compliance with Federal and State regulations and various funding and audit organizations.
4. Serve as the school point of contact for consultations with legal counsel in support of, and when assigned by, the Director.
5. Supervise, provide mentorship for, and evaluate assigned clerical staff.
6. Serve as the primary "back-up" for our Business Manager maintaining business operations of the school in the absence of the Business Manager.
7. Directly support and be available for the summer audit schedule.
8. Provide significant leadership on behalf of our Joint Operating Committee and in support of the Director in all aspects of collective bargaining such as, but not limited to, resolving conflicts/complaints, participating in "meet and discuss," negotiations and between contract agreements, documentation, etc.
9. Coordinate policy consideration, approval, posting, revision, and maintenance processes.
10. Coordinate the planning, scheduling, arrangements, and agenda for our annual Administrative Team Leadership Retreat.
11. Prepare and provide analysis of Parent and Student Surveys annually.
12. Meet with Principal and Instructors to review survey results annually.

HUMAN RESOURCES

Performance Responsibilities:

1. Serve as the primary point of contact on behalf of the school for internal and external constituents relative to human resource issues and questions.
2. Complete all aspects of permanent and temporary staffing.
3. Process personnel actions and related documentation.
4. Maintain a portfolio of job descriptions.
5. Facilitate employee on-boarding/orientation processes.
6. Complete data entry of payroll data for verification by the Business Manager and for further processing by our third-party payroll vendor.
7. Maintain accurate payroll records for employee information.
8. Complete all aspects of benefits administration (sustain membership in a benefits consortium, various categories of health insurance, worker's compensation, sick time, vacation, retirement, etc.).
9. Assist employees in selecting benefits, declaring beneficiaries, establishing/changing direct deposits, documenting tax status, etc.
10. Monitor, support, and document certifications, clearances, and professional development as required in a public, secondary, educational environment in Pennsylvania.
11. Assist with all aspects of the Educator Induction Program.
12. Sustain all aspects of a multi-year, school-wide, professional development program as a "mandatory reporter."
13. Assist with planning and coordination of a multi-part annual training program (i.e., CPR, First Aid, Suicide Prevention, See Something/Say Something, Sexual Harassment, etc.) as a "mandatory reporter."
14. Coordinate an employee recognition program.
15. Remain current and knowledgeable of all changes in law and regulation related to human resource operations in the public school system in Pennsylvania.

OTHER DUTIES

Performance Responsibilities:

1. Acts as liaison concerning compliance with the regulations such as, but not limited to, Americans with Disabilities Act, the Drug-Free Workplace Act, etc.
2. Serve as the back up to JOC Board Secretary.
3. Serve as the Title IX coordinator.
4. Supervises preparation of relevant correspondence.
5. Oversees the preparation and submission of reports as required/assigned.
6. Performs other duties as assigned.

TERMS OF EMPLOYMENT: 12 months, 228 Days

I have reviewed the above job description and analysis and understand the requirements of the position.
_____ (Initials).

Employee

Date

Revision: 6/2020

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