Newport News Public Schools
Job Description

Job Title: HR Technician – Instructional Staffing  Supervisor: Employment Coordinator for Instructional Staff
Position Code: 4N35  Pay Grade: 23
Job Classification: Non-Exempt  Contract Length: 245 Days

Job Summary
Position is responsible for data entry and data processing in the Human Resources Department. Position performs a variety of functions to include data entry, responding to inquiries, answering telephones, greeting visitors, answering inquiries, printing contracts, and providing front desk coverage, conducting fingerprinting of new employees, submitting information for background checks, issuing ID badges.

Essential Duties
1. Enters personnel actions for all instructional staff employee types into the Human Resources Information System to include new hires, resignations, retirements, terminations, transfers, salary adjustments and supplements.
2. Assists in fingerprinting and fingerprinting recordkeeping of new employees and designated volunteers.
3. Submits information for the processing of criminal history checks and background checks for Child Protective Services.
4. Notifies coordinator when background checks are unsatisfactory and contacts state and national law enforcement agencies as necessary.
5. Responds to legal requirements and/or requests regarding file documents.
6. Works in conjunction with Human Resources staff to ensure security and protection to all students and staff.
7. Assists with the placement and documentation of college observers and student teachers.
8. Works with current subs and school personnel in regards to using our substitute (AESOP) system and making corrections, sending correspondence, answering questions, and collaborating with payroll regarding changes.
9. Runs reports as needed regarding new hires, transfers, substitutes, and other personnel actions.
10. Prepares and issues employee ID badges as needed.
11. Provides answers to routine inquiries and general human resources questions.
12. Prepares files and maintains personnel records.
13. Files personnel actions and employment documentation.
14. Schedules interviews and helps to prepare interview packets.
15. Serves as backup for front desk coverage.
16. Provides clerical support to the Employment Coordinators for Instructional Staff.
17. Schedules appointments and meetings as needed.
18. Provides help to other staff members during periods of heavy workload.
19. Maintains a high level of confidentiality.
20. Models nondiscriminatory practices in all activities.

Other Duties
1. Performs other duties as assigned by the Employment Coordinator or appropriate administrators.

Job Specifications
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. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)
Must possess a high school diploma or equivalency. Some college coursework preferred. Some experience in human resources is preferred. Must possess knowledge of standard office practices, procedures, customer service skills, data entry and clerical techniques. Must possess a demonstrated record of success in dealing with the public in a front office position. Must be able to type 40-45 wpm and be proficient in Microsoft Word and Excel. Previous MUNIS experience preferred. Must possess the ability to handle a considerable amount of detail and successfully complete multiple, simultaneous tasks in a fast-paced environment. Must possess excellent communication skills necessary to positively
interact with visitors, administration and employees. Ability to advance with changing technology as it becomes available.

**Working Conditions and Physical Demands**
Duties are performed in an office environment. Must be able to sit for long periods of time. Work involves physical effort encountered in normal, everyday office activities. While performing the duties of this job, the employee is occasionally required to carry light items and pull boxes weighing up to 25 pounds; and bend, stoop, or reach to setup materials.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**SUPERVISION EXERCISED:** None

**SUPERVISION RECEIVED:** Employment Coordinator Instructional Staff

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resources Technician will be required to follow any other instructions and to perform any other related duties as assigned by the HR Coordinator or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

Approvals:

_________________________  
Supervisor  

_________________________  
Date

_________________________  
Employee Name (Print)  

_________________________  
Signature  

_________________________  
Date

4/25/14