



DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

2024-2025 School Year

POSTING DATE: March 28, 2024
CLOSING DATE: April 10, 2024, or until filled
POSITION TITLE: Human Resources Coordinator

PRIMARY FUNCTION:

To provide leadership, supervision, and support within the human resources department with an emphasis on the certification and recruitment.

REQUIREMENTS:

Educational Level: Bachelor's Degree or higher. At least three years of successful educational leadership experience preferred.

Certification/License: None

Experience: At least three years of successful educational experience is preferred.

Physical Activities: Routine physical activities that are required to fulfill job responsibilities.

Proficient Skills:

- Ability to work independently and exercise professional judgement in decision making.
- Ability to maintain confidentiality and use discretion when dealing with sensitive personnel issues.
- Ability to work under pressure in meeting schedules and deadlines.
- Computer skills, including proficiency in word processing, spreadsheets and database applications, particularly Microsoft Office products (Excel, Word).
- Experience with MUNIS preferred.
- Excellent written and oral communication, and organizational skills.
- Ability to perform and prioritize multiple tasks with attention to detail, accuracy, and follow up.

ESSENTIAL DUTIES:

1. Demonstrate regular attendance and is punctual.
2. Supervise student teacher placement. Establish a data-base of student teachers with ongoing communication and outreach with student teachers.

3. Develop and implement a plan for recruitment for certified employees.
4. Support Project Nurture for our district with oversight of project from Assistant Superintendent of General Administration. This includes working in conjunction with our university partner to identify and select candidate and the tracking of project funds.
5. Assist in coordinating the local Teacher Recruitment Fair.
6. Assist with the New Teacher Orientation Program.
7. Process certification applications as needed to include initial and renewal certifications for all certified staff.
8. Recruit, Interview, Hire, Train and Onboard Substitute Teachers.
9. Establishes a personnel file and inputs data into appropriate computer programs for all employees including Munis, Substitute Management Software, and Safeschool.
10. Contribute to overall leadership and stewardship of the district by participating in meetings at the district, local, and state levels.
11. Communicate relevant information to school administrators and staff information regarding substitute teachers.
12. Maintain a current list of active substitute teachers including long term substitutes.
13. Assist schools with long term substitute placements.
14. Assist Principals with the identification of potential certified applicants.
15. Assist with the evaluation of Human Resources staff.
16. Assist with the development and maintenance of the Human Resources Procedures Manual.
17. Assist with the Development, review, and revision personnel documents, forms, and applications
18. Participate in local, state, and national personnel meetings and associations.
19. Perform other duties as assigned by appropriate administrator

REPORTS TO: Executive Director of Human Resources

APPLICATION PROCEDURES:

External Applicants: Apply online through TeachGeorgia (www.teachgeorgia.org). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

Current Employees: A letter of interest, resume and a list of three references with address and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by April 10, 2024.

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.