

## **Sparta Area School District**

### Article 220 - Specifications for Data and Human Resources Specialist

#### **QUALIFICATIONS:**

1. Minimum Associate Degree
2. Ability to communicate effectively - orally and in writing.
3. Ability to handle multiple projects and prioritize tasks.
4. Strong computer and organizational skills.
5. Ability to ensure and preserve confidential information pertaining to position.
6. Knowledge of and experience with MS Office software, copiers and other office equipment.
7. Ability to work independently in an effective and efficient manner.
8. Ability to learn, understand and use new technology as it becomes available.

**REPORTS TO:** District Administrator

#### **SUPERVISION/EVALUATION:**

The primary supervisor is the District Administrator. Performance of this job will be evaluated in accordance with provisions of Sparta Area School District Employee Handbook.

#### **PERFORMANCE RESPONSIBILITIES:**

*This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.*

#### **Human Resources:**

1. Monitor compliance with the District hiring process, including but not limited to:
  - Ensure complete recommendation for employment file
  - Review recommended placement on the salary schedule/matrix
  - Send letters to candidates at the conclusion of hiring process
  - Collect employee physical/TB forms
  - Ensure complete, original transcripts on file
2. Maintain employee data in the District's Human Resource employment software.
3. Coordinate workers' compensation claims, including Return to Work.
4. Respond to requests for verification of employment.
5. Serve as the point of contact for reference check inquiries.

6. Maintain accurate years of service databases.
7. Assist with record keeping associated with the teacher compensation plan.
8. Update and maintain consistent job descriptions for all District positions.
9. Administer the sick leave bank.
10. Ensure new staff meet highly qualified status as required by Title I.
11. Participate in new staff orientation.
12. Assist in updating and maintaining the District's Employee Handbook.
13. Monitor compliance with provisions of the paid leave benefit.
14. Other duties as assigned or required.

**Data Manager:**

1. Obtains, gathers and organizes pertinent data as needed and converts it into usable form. May involve creating charts, graphs, spreadsheets and/or databases. Data includes, but not limited to:
  - student achievement data
  - student discipline and attendance data
  - student demographic data
2. Knowledge of and ability to effectively use student records software.
3. Maintain District's data dashboard for internal and external use.
4. Knowledge of and ability to effectively use WISEdash Local and other WISEdash and DPI data resources.
5. Respond to administrative requests for district stored data.
6. Work cooperatively with Grant Developer and Grant Project Directors to provide data support.
7. Other duties as assigned or required.

Legal Reference:

Cross Reference:

Approved:                      June 23, 2015

Revised