

**PERSONNEL SPECIALIST
Noble Academy, District 4171
Job Description**

GENERAL PURPOSE:

To administer, coordinate, maintain and oversee a comprehensive human resources function, such as employee relations, employee benefits, classification and compensation, or supervise records of staff. Provide responsible and confidential professional, analytical and administrative support to the Superintendent and/or Deputy Superintendent.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with a major in human resources, business administration, public administration or a field related to the area of assignment.
- May substitute a combination of equivalent education and experience.
- At least 2 years of previous experience related to the position.

PROFESSIONAL RESPONSIBILITIES:

- Compiles paper and electronic employment records, including possibly interviews and selects job applicants, trains, and establishes and evaluates appropriate performance standards in accordance with department objectives.
- Monitors staff records, including personal and health benefit files.
- Assists in creating job descriptions.
- Conducts reference checks, provides new staff with necessary employment documentation/screens.
- Records and maintains employee complaints, disciplinary actions and grievances.
- Compiles detailed and accurate records of all activities; produce reports as requested.
- Establishes an effective working relationships with agencies partnered with the school, including prospective vendors/agencies.
- Provides written translation of documents that need to be distributed by the main office.
- Answers and transfers incoming calls; taking messages in a professional manner.
- Supports student/staff management software (Skyward) implementation
- Collaborates with teachers and staff to create a positive learning environment.
- Collaborates with payroll specialist and benefits administrator with inquiries, changes, and programs.
- Supports other office staff with additional duties as needed.
- Supports the Business Manager with STAR reporting as needed.
- May assist with the coordination of school tours.

- May participate in salary negotiations.
- Follows other duties as assigned by the Superintendent and/or Deputy Superintendent

KNOWLEDGE & SKILLS:

- Knowledge of customer service principles
- Knowledge of standard office software applications including spreadsheet, word processing and email
- Record keeping principles, practices, and techniques
- Knowledge of the school's benefit plans
- Ability to work independently with minimal supervision
- Independently performing difficult assignments
- Ability to compose documents as necessary
- Ability to maintain confidential and sensitive information
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships
- Excellent interpersonal skills
- Ability to make appropriate decisions quickly

HOW TO APPLY:

Interested candidates should download and complete Noble Academy's employment application from www.nobleacademy.us/careeropportunities.html and submit it with a cover letter, resume and three letters of recommendation to humanresources@nobleacademy.us.

Please note that all employees are expected to understand their role as stated herein and understand that this list is not inclusive. All staff must follow through with responsibilities knowing that sometimes they will have to perform tasks assigned by the Superintendent and/or Deputy Superintendent that are not part of their job descriptions. Responsibilities are subject to change with or without notice.

Noble Academy is an equal opportunity employer. Employment consideration is made without regard to race, color, creed, gender, national origin, age, disability marital or veteran status, sexual orientation or any other legally protected statuses.