



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Human Resources Specialist
Payroll/Personnel Type:	12 Months
Job #:	8882
Reports to:	Human Resources Project Manager
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Salary	\$55,000

Position Summary:

The Human Resources Specialist will play a key role in supporting the Human Resources Project Manager with various tasks, including the annual audit of substitutes and the day-to-day management of the substitute pool. This position will serve as a representative of the HR department on hiring panels, ensuring smooth and efficient hiring processes. The HR Specialist will also work closely with schools and other district buildings to assist in the recruitment and staffing of personnel, contributing to the overall effectiveness of the district's human resources operations.

Essential Functions:

- Assist the Human Resources Project Manager with the annual audit of substitute teachers to ensure compliance with district policies and state regulations.
- Support the day-to-day management of the substitute pool, including monitoring availability, placement, and assignment of substitutes to meet school needs.
- Serve as an HR representative on hiring panels to facilitate interviews, provide guidance, and ensure a fair and consistent hiring process.
- Collaborate with school principals and administrative staff to identify staffing needs and support the recruitment and onboarding of new personnel.
- Maintain accurate records of substitute assignments, certifications, and performance evaluations to ensure up-to-date information is readily available.
- Develop and implement strategies to improve substitute teacher recruitment, retention, and engagement within the district.
- Coordinate with the HR Project Manager to identify and address any gaps in the substitute pool and ensure adequate coverages for all schools.
- Provide support in the preparation and distribution of HR reports, data analysis, and audits related to staffing and substitute management.
- Respond to inquiries from substitutes, teachers, and school administrators regarding HR policies, procedures, and employment matters.
- Assist in organizing and conducting training sessions and orientations for new substitutes and other personnel.
- Support the development and maintenance of HR databases, systems, and records related to recruitment, staffing, and substitute management.



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- Monitor and evaluate substitute performance, providing feedback and recommendations for improvement or disciplinary action when necessary.
- Act as a liaison between the HR department and schools, ensuring clear communication and prompt resolution of staffing-related issues.
- Assist with the creation and dissemination of recruitment materials to attract qualified candidates for substitute and other school-based roles.
- Participate in HR meetings and contribute to the development and implementation of departmental goals and objectives.
- Provide administrative support to the HR team, including scheduling, record-keeping, and data entry.
- Collaborate with the HR team to streamline and improve hiring processes, ensuring efficiency and compliance with district policies.
- Stay current with district policies, state laws, and regulations affecting substitute staffing and recruitment.
- Support special HR projects and initiatives as assigned by the HR Project Manager or other HR leadership.
- Promote a positive and inclusive work environment by demonstrating professionalism, integrity, and respect in all interactions with staff, substitutes, and school personnel.
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Strong written and oral communication
- Ability to follow a multi-step process with precision and fidelity
- Ability to digest large amounts of data and summarize findings accurately
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to read and interpret documents and instructional videos such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to speak effectively before groups of customers or employees of the organization
- Ability to write routine reports and correspondence
- Ability to work independently and collaboratively
- Ability to dissect and communicate detailed steps in a process
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs **Experience:**
- Professional experience in Human Resources required
- Five or more years of related experience and/or training

Education:

- Bachelor's Degree in Human Resource Management or related discipline
- aPHR, PHR, or SHRM-CP preferred



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____		
Employee	Date	Immediate Supervisor	Date

Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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