

# GLADSTONE SCHOOL DISTRICT POSITION DESCRIPTION

**JOB TITLE:** HUMAN RESOURCE SPECIALIST

**NON-REPRESENTED/SALARY**

**SUPERVISED BY:** Superintendent or designee

**WORK YEAR:** 240 DAY CONTRACT

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## **Job Goal (General Description of the position):**

The HR Specialist is responsible for performing a broad range of HR functions with support from the Superintendent or designee. Functions include, but are not limited to, position control, recruitment, on-boarding, employee records management, TSPC licensure, ODE reporting, employee training, employee handbook, contracts, labor management, contract negotiations, and overall support to licensed, classified, non-represented, and administrative staff.

## **Minimum Qualifications:**

1. A Bachelor's Degree in business, human resources, or similar degree and two years' experience in a similar field of work OR an Associate's Degree and five years' experience in similar professional field.
2. Ability to perform executive level human resource functions requiring independent judgement, information analysis, decision-making, and problem solving.
3. Strong understanding of "customer-centered" support and the ability to establish effective working relationships at all levels of the organization.
4. Ability to maintain a high level of discretion and confidentiality regarding district and employee information.
5. Valid Oregon Driver's License.
6. Successful clearance of criminal background check and fingerprinting.

## **Desired Qualifications:**

1. Experience in a public school or public employment setting.
2. Experience in a unionized environment.
3. Bilingual and bicultural.
4. Familiarity with MS Office, Google Workspace, iVisions and Synergy.

## **Essential Functions:**

1. Prepare and maintain employment records related to events such as hiring, separations, leaves, transfers, and retirements of staff.
2. Compile and submit reports and surveys required by state, federal and other external agencies (e.g. staff assignment, staff position, EEOC).
3. Coordinate projects assigned to the department of human resources, monitoring project status and actions to ensure project completion.
4. Coordinate district hiring processes including, but not limited to, posting positions, scheduling and conducting interviews, determining salary placements, and on-boarding new employees.
5. Verify licensure, education and experience, create personnel files and work with newly hired staff to complete all required employment documentation.
6. Track and maintain documents of professional development credits for advancement on the salary schedule. Verifies credits and salary eligibility and processes salary changes.
7. Monitor licensure status of all licensed employees, including preparation of PEER forms for license renewals and monitoring of progress toward timely license renewal with TSPC.
8. Prepare, distribute and/or coordinate reports, contracts and correspondence as required for the purpose of communicating necessary information. Includes, but is not limited to annual assignment letters, annual non-renewal letters to temporary staff, annual contracts to employees including extra duty, and personnel reports to the board.

9. Coordinate annual CPR/First Aid/Medication training to ensure compliance with staff to student ratios at all work sites.
10. Coordinate annual Mandatory Trainings.
11. Receive and respond to inquiries from association/union representatives concerning assigned areas of responsibility. Disseminate information to the administrators/association/union as required by the contract. Notify administrators of potential association/union issues and concerns that require action beyond the specialist.
12. Participate in contract negotiations. Provide guidance and support to administrators/managers/directors to assure compliance with contract requirements.
13. Oversee the districts process for tuition reimbursement and professional development.
14. Coordinate with colleges/universities and district administrators to secure intern teacher placements.
15. Prepare and present information to small or large groups and assist with employee training.
16. Ability to take responsibility for professional learning and maintain professional and technical knowledge by participating in development activities.
17. Compose correspondence as necessary.
18. Perform other duties as assigned.

**Essential Knowledge, Skills and Abilities:**

1. Strong oral and written communication skills combined with the ability to provide optimal level customer service, effectively delivering information in person, by phone and in writing in a timely and effective manner.
2. Skill with conflict resolution and ability to effectively communicate and interact with employees/community who may be emotionally upset, demanding, or angry.
3. Ability to work independently and cooperatively, exercise judgement and creativity, strong interpersonal skills, and skills to organize work, set priorities, and meet deadlines.
4. Knowledge of State and Federal employment laws and regulations, HR legal requirements pertinent to Oregon Administrative Rules and Oregon Revised Statutes.
5. Knowledge and skills in the effective use and application of office technology, internet technology, and database systems to ensure a high level of data accuracy and reliability.
6. Ability to be flexible and succeed in a sometimes high energy, demanding environment.
7. Ability to take responsibility for professional learning and maintain professional and technical knowledge by participating in development activities.
8. Physical and mental attributes sufficient to perform essential functions and be a contributing team member.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with co-workers.				X
Standing/Walking:				X
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Must be able to write, type and use phone system:				X
Other				
<b>NOTE:</b> The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.				

The above job description, revised April 9, 2025, supersedes all prior descriptions for this position.

**I have read this job description and understand its contents.**

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**SIGNED**

\_\_\_\_\_  
**DATE**