



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Human Resources Coordinator

Job Summary: Under the direction of the Director of Human Resources, the Human Resources Coordinator performs a variety of responsible, confidential, administrative, compliance, and technical aspects of the human resource department.

Performance Responsibilities:

- Provides complex and confidential administrative support to the human resources department.
- Confirms accuracy and integrity of all data entered, maintains data in HRIS systems and databases and assures information is available on a timely basis.
- Performs group data updates, exports, imports, clean-ups, and researches/reports on any data discrepancies.
- Develops weekly and monthly HRIS reports for distribution.
- Assists with conducting salary surveys for bargaining unit negotiations.
- Assists with completing and maintaining unemployment claims.
- Assists with posting job openings on appropriate sites, including Schoolspring, recruitment websites, colleges and in newspapers.
- Assists with or conducts orientation program for newly hired staff.
- Assists with calendar management and the arrangement of meetings for the Director of Human Resources.
- Assists with the maintenance of the CORI, SORI and fingerprint database and with the submission of all CORI applications to the State's Department of Criminal Justice Bureau.
- Sends correspondence to CORI applicants as necessary.
- Assists with making job offers for new personnel ensuring that all of the new hire paperwork is completed.
- Assists with preparing new hire contracts and letters of appointment/hire as well as the maintenance of new hire statistics.
- Assists with creating new hire identification badges and ensuring accuracy of active employees in the security system.
- Maintains confidential employee personnel files and records to ensure timely and accurate records including I-9s.
- Provides customer service, both in-person and by telephone; screens and directs telephone calls; answers questions from employees, retirees and the public while demonstrating a high level of professionalism and confidentiality.
- Responds to emails from the "AskHr@Wellesleyps.org" help desk.

- Assists with completing verification of employment forms and drafts verification of employment letters.
- Maintains personnel documents, sends correspondence to faculty.
- Enters and maintains data into various databases such as MUNIS, Novatime, Teachpoint, Schoolspring and AESOP and assists staff and administrators with issues in these systems.
- Provides general support to the Director of Human Resources including typing correspondences, completing license verification forms, and creating reports from the Human Resources database.
- Assists with opening mail and distribution to appropriate locations.
- Processes all paperwork to the business office of new hires and all changes to personnel status.
- Assists with processing workers compensation incident reports.
- Maintains the student intern database and back up information.
- Occasionally drives to school or other nearby locations to pick up or deliver supplies.
- Serves as back up to the Human Resources Manager.
- Performs other related duties as assigned.

Qualifications:

- A Bachelor's Degree in business or a related field is preferred.
- Prefer a minimum of three years or more office experience, preferably in a public school.
- Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- Experience using Powerschool, Schoolspring, AESOP, Teachpoint, Novatime, and/or Munis - as well as Signnow and MyBudgetFile - is preferred. Ability to quickly learn new platforms adopted by Wellesley Public Schools.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required.
- Ability to take initiative, exercise sound judgment and make decisions within scope of their authority.
- Attend professional development as directed.
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures.
- Knowledge of the aspects of Human Resources functions and procedures including database management is highly desirable.
- Ability to become SAFIS certified.

Evaluated by: Director of Human Resources

Work Year: As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

Salary/Benefits: As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Non-Discrimination Statement:

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

SC Approval Date: 03/27/2022

Formatting and minor revisions: 02/18/2026