

Foresthill Union School District



JOB DESCRIPTION

HR / PR SPECIALIST

Purpose:

The HR/PR Specialist is responsible to the District Superintendent and works under the direct supervision of the District Superintendent. The HR/PR Specialist combines human resources, community liaison, and public relations functions, providing specialized and complex administrative and communication duties, ensuring effective communication with staff and the community, and fostering positive relationships between the district and its stakeholders.

Essential Functions and Responsibilities:

Human Resources:

- Prepare and distribute job descriptions, and interview questions, and manage the recruitment process.
- Onboard new employees, ensuring proper documentation, certifications, and credentialing requirements.
- Facilitate employee exit process.
- Monitor employees' credentials and CalSAAS reporting.
- Coordinate Workers' Compensation claims with the carrier and employees.
- Maintain confidential HR files and manage HR-related communications.
- Ensure compliance with state and federal employment laws and regulations.
- Assist in the development and implementation of HR procedures.
- Verify employment eligibility.
- Coordinate with the PCOE consortium for substitute teachers
- Assist in administering employee benefits programs and provides support for enrollment and inquiries.
- Coordinate employee recognition programs and events.
- Serve as a point of contact for HR-related inquiries from staff and the general public.
- Work closely and coordinate with the Business Department for payroll, benefit deductions, employee attendance, and employee leaves.
- Manage District Key system.

Public Relations and Communications:

- Update and maintain the district's website and social media outlets.
- Develop, implement, and monitor social media outreach and community communication plans.

- Draft and design communication materials such as fliers, bulletins, newsletters, and brochures.
- Act as the district's media contact and ensure that the community is well-informed about district events and decisions.
- Coordinate community and family events, ensuring effective communication and participation.
- Support the facilitation of surveys and data collection for strategic planning.

Community Liaison:

- Foster effective communication and trust between home and school.
- Provide support and assistance to families to ensure students have access to district resources and opportunities.
- Collaborate with community agencies to facilitate referrals and services for families.
- Encourage and support parent and family involvement in school and district activities.
- Plan, organize, and support community and extracurricular activities in collaboration with district and site leadership.
- Facilitate the dissemination of relevant information to families through electronic communications and meetings.
- Assist in coordinating volunteer opportunities and community involvement in school activities.

Knowledge, Skills, and Abilities:

- Excellent communication skills with the ability to interact effectively with teachers, parents/guardians, administrators, and the community.
- Strong organizational skills and the ability to prioritize tasks and projects independently.
- Knowledge of district policies, procedures, and relevant laws and regulations.
- Proficiency in the use of computerized HR management information systems and office software.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to navigate demanding and potentially stressful situations in a calm, professional, and empathetic manner.

Education:

- A Bachelor's degree from an accredited university with training in English, Public or Business Administration, or a related field, or an acceptable combination of education and experience.

Experience:

- Human resources management, public relations, and communication within a public agency.
- Social media, website maintenance, and the use of various communication platforms.
- Crisis response strategies.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Primarily, it is an indoor office environment with regular contact with staff, students, and community members.
- May involve attending after-school meetings and community events.

Physical Requirements:

- Ability to lift, carry, push, and/or pull items up to 50 lbs.
- Manual dexterity and the ability to operate a computer keyboard.
- Ability to sit, stand, and move around the office as needed.

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Management Confidential

Contract Days: 225 days/school year

Supervisor: Superintendent

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Board Approved: 06/18/2024