

JOB DESCRIPTION
Puyallup School District
PAEOP Level C

Coordinator

Purpose Statement:

This position is responsible for being the primary resource for all Puyallup School District applicants and employees, in relations to hiring, substitute/leave requests, health and welfare benefits, and/or the daily operations of the Karshner Center. This position provides information and assistance to various individuals; processes leaves of employees; reconciles monthly transmittals; and prepares information and presents to administration and at meetings. This position researches and monitors compliance with related programs and issues including Collective Bargaining Agreements, State and Federal regulations and District policies.

Essential Functions include:

- **Answers** the telephone; provides information or routes caller to appropriate staff member; takes messages. Greets office visitors tactfully; provides assistance and information; promotes effective public relations with parents and general public.
- **Composes** and produces professional quality correspondence and prepares materials for distribution to employees.
- **Coordinates** substitute staffing, professional/in-District leave needs with Human Resources, building administrators, and district level administrators for the purpose of providing coverage,
- **Enters** and verifies all payroll and accounting information.
- **Greet** and assist all staff and visitors for the purpose of creating an educational and welcoming atmosphere.
- **Inputs** data; scans documents (e.g., applicant information, job descriptions, benefits information, staffing information, etc.) into BusinessPlus, Substitute System, Excel and other programs for the purpose of maintaining accurate information in databases or spreadsheets; generates required reports including mass emails to applicants and employees and forms for administrators
- **Provides** customer service to students, staff, parents and the community providing detailed and accurate information.
- **Resolves** payroll and accounting problems for the purpose of complying with state school district accounting requirements.
- **Responds** to questions or concerns from District staff and the public (often of a confidential nature) for the purpose of resolving problems and issues in accordance with District CBAs, policies, regulations and procedures
- **Serves** as a liaison between staff, community, and other public and private entities for the purpose of managing calendar(s) of meetings, field trips, trainings, classes and community events

Other Job Functions may include:

- **Administers** COBRA, HIPAA, ERISA, SECTION 125 and 403(b) programs.
- **Advises** District Administrators and school Office Managers of daily substitute staffing needs for the purpose of ensuring adequate substitute staff to meet workload/support needs of departments and schools.

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Audits** payroll input files to ensure accuracy of data migration from Smart Find Express to BusinessPlus SubTracker and coordinates information flow between both systems; consults Human Resources Directors and Human Resources Information Specialist to coordinate information exchange.
- **Audits** premiums and contributions to vendors to ensure compliance with contractual, administrative and legal requirements.
- **Audits** reports for the purpose of ensuring accuracy for, pay records, data and balances.
- **Communicates** with District custodial and maintenance staff to coordinate set-up and clean up and maintenance needs of facility.
- **Coordinates** and conducts orientation for new employee and substitutes for the purpose of providing required training, including policies, procedures, employment paperwork, the various systems and other district information.
- **Coordinates** annual open enrollment activities and processing.
- **Creates** and maintains certificated employee work schedules and work calendars in Smart Find Express system to ensure that employee absences can be reported correctly, substitutes can be deployed correctly, and to ensure accurate data for payroll.
- **Creates** and maintains a district wide professional leave calendar and works with the Student Learning department to schedule and prioritize essential district curriculum training; makes independent decisions regarding exceptions in excess of the professional leave calendar limits and tracks data regarding all professional leave absences
- **Cross trains** with all others for the purpose of providing appropriate coverage.
- **Determines** and verifies authorization/eligibility for differential pay for employees working in higher classifications.
- **Evaluates** educational documents, OSPI certification, WEST E/Praxis documents, and experience credits to determine qualifications for long term assignments as required by OSPI for Highly Qualified standards, and for accurate salary placement purposes.
- **Initiates** manual phone calls as needed to fill assignments not filled by the automated calling system.
- **Interprets** and applies District policies and Collective Bargaining Agreement provisions that apply to employees and substitutes; communicates with employees, building administrators, and administrators to enforce established district procedures.
- **Issues** employee identification badges.
- **Maintains** a variety of manual and electronic documents, files and records for the purpose of providing up to date reference and audit trail for compliance to governmental regulation and board policy.
- **Maintains** the integrity and safety of museum artifacts, displays and exhibits.
- **Maintains** museum during meetings, trainings, field trips and festivals.
- **Makes** decision to release outside applicants from administrative hold status so their application can be considered.
- **Manages** information posted to the District website and social media (i.e. job postings, substitute information, benefit information, Karshner Center information, etc.)
- **Orders** musical instruments and supplies, oversees musical instrument repairs.
- **Organizes** and prioritizes workload to maintain high quality of customer service both internally and externally.

- **Participates** in meetings workshops and seminars for the purpose of conveying and/or gathering information required to perform various functions of the job.
- **Performs** other related duties as assigned.
- **Prepares** a variety of reports and correspondence for the purpose of conveying information to District departments and union groups.
- **Pre-approves** paraeducator and interpreter/tutor professional development hours; tracks information in BusinessPlus; budget codes timesheets and processes for pay.
- **Prepares**, answers questions and completes paperwork for benefit eligible employees, substitutes, hourly classified, AVID tutors, Casual Employees, and Agency hires; enters information into Business Plus.
- **Processes** all insurance and long-term disability claims.
- **Processes** confidential employee and substitute information regarding pay, medical issues, discipline, and employee conduct for the purpose of employee position coverage, substitute pay, and accurate historical records.
- **Provides** information at retirement seminars to assist employees in making retirement benefit decisions.
- **Provides** training for the benefits, substitute and on-line application tracking system to administrators, principals, other District users and external applicants.
- **Reconciles** billing statements and makes corrections to accounts.
- **Responds** to questions concerning benefits matters; assists employees in filling out forms; calculates employee and employer contributions and verifies pooling.
- **Schedules**, administers, and enters testing for classified positions, tracking completion of applications for PAEOP, PESPA, and Security applicants. Reviews tests results with applicant(s).
- **Troubleshoots** system problems; advises applicants and employees how to enable their computers to use the applicant, benefits and substitute systems
- **Works** with student learning department, transportation department and teachers to coordinate field trips and group contests.

Minimum Qualifications:

Education

High school graduation required and post high school education preferred or equivalent with advanced training and experience in computer software applications including spreadsheet development and analysis. Three years of increasingly responsible computerized record keeping experience preferred. Training in office and reception experience with emphasis on public relations required. Experience in school district or public agency experience with more than 1,000 employees preferred. (Allowable Substitution: Advanced technical or personnel training may substitute on a month-for-month basis for one year of the required experience.)

Knowledge and Skills

Required Knowledge, Skills, Abilities:

- Position requires complex verbal skills to convey detailed, technical information
- Persuasive writing skills required, to convey detailed, technical information is a regular function of the position
- Possesses industry specific skills for the job (i.e. relevant school district experience), related experience and training required, AA or equivalent years of experience
- Position is frequently responsible to stay current on tools and resources used within major scope of position

- Basic multi-step calculations required (i.e. fractions, percentages, money, time conversion, basic balancing/reconciliations)
- Advanced knowledge of software applications required (i.e. BusinessPlus payroll/financial processing, complex spread sheets)

Responsibility

- Collaborates with others outside of the District
- Interactions require frequent conflict resolution and the use of creative de-escalation tools so as to deal with confused, frustrated, or irate people, collaborate on outcomes, influence and persuade customers to maneuver sensitive issues of problematic situations
- Independent decision making is expected, with consultation of supervisor or administrator, positions is able to make independent decisions within a broad range of acceptable procedures and directions
- The majority of the job duties require high confidentiality of privileged information requiring advanced discretion within work group, district and outside the district (i.e. garnishments, harassment complaints, employee leaves/medical information, litigation, risk management)
- Leading and auditing others and/or the work of others within immediate work group/school

Working Conditions

- Position has routine interruptions, must shift priorities to meet customer needs
- Position requires regular physical exertion associated with an office environment

Licenses/Special Requirements:

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview.