



SHIPROCK ASSOCIATED SCHOOLS, INC.
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www.sasischools.net

Human Resources Coordinator

Position Description

Department	Administration	Reports To	Executive Director
Salary Range	Based on appropriate salary schedule	Classification	Non Certified
		Supervises	
Contract Days	260	Effective Date	
Type of Position	Full Time	Revised Date	March 15, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

POSITION PURPOSE

This position directs departmental functions including but not limited to onboarding, terminations, employee relations, benefits administration, regulatory report and compliance as required by federal, state, and Navajo Nation Labor Employment Laws.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Integrates the school philosophy, vision, and mission statements into area of work.
- Ensures the confidentiality of personnel documents which must be updated in accordance with applicable labor laws and SASI policy.

- Audits and maintains employee personnel files for compliance with SASI policy.
- Maintains a database of files to include TB testing, licensure and licensure expiration dates, official transcripts, I-9 forms, performance reviews, trainings, and other required information.
- Coordinates the job application process, recruitment, and scheduling of interviews in conjunction with the Executive Director and interview committee.
- Conducts employee character and employment reference checks on a timely basis.
- Conducts enforcement of SASI employee federal, state, tribal background checks and in accordance with labor statues on a timely basis.
- Conducts new employee orientation and ensures all paperwork has been submitted.
- Coordinates with supervisors to update job descriptions, employment opportunity postings, and legal employer posters as needed.
- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Manages personnel records to reflect all internal movements such as promotions, transfers, securely manages any FMLA, insurance, and pension plan enrollment.
- Ensures Worker’s Compensation claims are processed on an accurate and timely basis.
- Coordinates disciplinary and grievance process within SASI, Office of Labor Relations (ONLR), and agencies.
- Participates in personnel-related hearings and investigations per SASI policy.
- Advises supervisors on personnel matters such as evaluations and disciplinary actions.
- Works with supervisors to draft a Professional Development Plan and Dossier where applicable.
- Coordinates annual policy review, salary scale, job descriptions, benefit packages, recruitment, and handbook updates.
- Provides reports as required.
- Attends all required trainings and association meetings or appoint a designated representative.
- Provides a safe and clean work environment with the assistance of Facilities.
- Assumes responsibility for professional growth through on-going trainings, professional development days, licenses, and/or advanced coursework at institutions of higher learning.
- Performs other duties as assigned, within your scope of practice.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

Three (3) years of direct work experience.

Education:

Bachelor’s Degree in Human Resources or related field

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills.

- Mastery of federal, state, and Navajo Labor Employment laws.
- Skilled in the use of Microsoft Office Suite.
- Must possess strong written and verbal communication skills.
- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handlers permit.

PREFERRED QUALIFICATIONS

- Bilingual (Diné/English)
- Master’s Degree in Human Resources or related field.
- Society for Human Resource Management (SHRM) Certification

ENVIRONMENT

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Evaluation:

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

Mental Demands:

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO PREFERENCE

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

OTHER

All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Reviewed By: _____

Title: _____

Approved By: _____

Title: _____

ACKNOWLEDGMENT

I have reviewed the content of the Human Resources Coordinator position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)	Employee (signature)	Date
 <hr/>	 <hr/>	 <hr/>
Supervisor (printed name)	Supervisor (signature)	Date