



JOB DESCRIPTION: 6-19-2018

Pathway Mission Statement

At its founding in 1961, Pathway was among the very few schools in the greater Philadelphia area designed exclusively for the learning disabled child, and unified the disciplines of psychology, psychiatry, medicine and social work with education. Since then, The Pathway School has increased the size of enrollment and staff who support the students, developed the vibrant learning environment located on a 12-acre campus in Jeffersonville, and solidified its reputation as a leader in innovative, quality programs and services for those who need a specialized education. Throughout all of its growth, the school's mission has remained the same: **to build academic, social, and life skills in students with special needs, to promote their success and independence after Pathway.**

JOB TITLE: Human Resource Coordinator
Full-Time/Exempt/Salaried (Administrative Model)
37.5 hours per week
7.5 hrs./per day
12-Month Schedule

DEPARTMENT: Human Resource Department

RELATIONSHIPS: Reports Human Resource Director

FUNCTIONS: This position primarily serves as the back-end administrative support to the School's HR Department. Working with the HR Director, Director of Training and the school's Wellness/Employee Relations associates, provides administrative support to tasks associated with payroll, benefits, recruitment, training, safety and employee relations. Also participates in executive administrative functions associated with the School President and Board. .

CORE COMPETENCIES:

- Must be able to manage change well by being flexible. Must be able to adapt to new processes and procedures quickly;
- Must be able to provide a high level of customer service to both external and internal customers;
- Must exhibit excellent verbal and written communication skills and demonstrate a high level of professionalism;
- Must be able and willing to problem solve independently. Willing to bring creative and innovative ideas into the department to improve process and procedure.

It is the policy of The Pathway School to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, national origin, sex, age, marital status, veteran status, sexual orientation or the presence of any disability.

QUALIFICATIONS:Education & Experience:

- Bachelor Degree in Human Resources, Organizational Development, Business or other related field. A minimum of 3 years' experience providing administrative support in an HR Department.
- HR experience in a non-profit and/or school is a plus.
- Working knowledge of Word, Powerpoint, Excel and Outlook is required. Knowledge of Paychex, Benetrac and other HR Systems a plus.
- Solid knowledge of on-line systems (general) and the use of products to collect data and create efficient process.

Compliance Requirements:

- Must comply with Act 168 and submit a completed Sexual Misconduct Form.
- Must able to obtain and maintain a satisfactory PA criminal background check, Child Abuse & FBI clearances and pass a drug test, as well as, a TB Test;

Physical Requirements:

Ability to perform all duties as listed. Physical activity can include climbing stairs, sitting for long periods of time, extensive computer data entry, may include participation in wellness programs that involve walking.

PROFESSIONAL RESPONSIBILITIES

- Responsible for all data entry relative to the systems maintained in HR (Payroll, Benefits, Workers Compensation, Learning Management Systems).
- Responsible for the administrative process involved in payroll and benefit changes throughout the school year. This includes the administration required for payroll changes, benefit changes, tuition reimbursements, 403 B additions/deletions and assisting in the Open Enrollment process;
- Works with the HR Department's Wellness/Employee Relations Coordinator in the planning of school-wide events and assists in rolling out these events.
- Works with the HR Department's Trainer in planning on-boarding, drivers' license checks, etc...
- Responsible for maintaining all staff injury reports; overseeing the Workers Compensation process and assisting with the correspondence necessary for employee leave scenarios. Leads school safety committee;
- Assisting the HR Director in all recruitment, on-boarding and exiting processes/procedures administratively. This includes the change notices and staff notification memo process;

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- Primarily responsible for collecting and maintaining all compliancy data relative to visitors, observers, interns, co-ops, student teachers, practicums and new hires;
- Responsible for the creation and maintenance of all employee files (personnel, leave, training, medical, etc...);
- Responsible for the destruction and retention of employee records in accordance with state and federal laws.
- Responsible for assisting the School President in the coordination of quarterly board meetings. Prepare the Board Meeting Agenda Packet, coordinator arrangements for any sub-committee meetings relative to the Board of Directors.
- Provides back-up support to the Reception Area if needed.
- Any other duties, consistent with the functions of my department and job description qualified to perform.