

Position Title: Employee Services Coordinator

Reports To: Executive Director

FLSA Status: Exempt

Position Summary:

The Employee Services Coordinator plays a key role in ensuring the efficient management of employee records, payroll, benefits, and substitute coordination. This position is responsible for maintaining accurate data across various HR systems, facilitating employee leave and absence processes, and supporting operational tasks related to ordering and compliance. Additionally, the role includes onboarding new employees to ensure a seamless introduction to payroll, benefits, and organizational procedures. The Employee Services Coordinator contributes to a positive and productive work environment by providing high-quality support to staff and leadership.

Duty Days: 215 Year Round

Compensation: \$42,500 starting salary, + benefits depending on qualifications

Primary Responsibilities:

Payroll and Timesheet Processing

- Process and verify all hourly and salaried employee timesheets.
- Maintain accurate records of employee hours, PTO, and related activities in Skyward.
- Submit approved timesheets to the payroll vendor for timely payroll processing.

PTO and Absence Management

- Process and update PTO requests in Skyward to ensure accurate employee leave balances.
- Maintain and update the Skyward to track staff absences.
- Communicate with staff and substitute employees to fill daily absences in a timely manner.
- Generate and submit substitute placement and absence/attendance reports.

Onboarding New Employees

- Provide guidance on payroll enrollment, ensuring new employees are set up accurately in the payroll system.
- Assist new hires with benefit enrollment and answer related questions.
- Verify and process all required documentation, including tax forms, direct deposit information, and benefits selection.
- Conduct initial orientation to familiarize employees with organizational procedures, policies, and systems (e.g., Skyward), for payroll, pto, and absence management

Benefits and Insurance Coordination

- Assist employees with benefit enrollment and changes.
- Enter and maintain insurance-related data in appropriate systems.
- Support the annual benefits renewal process and prepare related employee communications.

Substitute Coordination and Scheduling

- Maintain a current roster of substitute staff.
- Ensure positions are filled efficiently by coordinating substitute assignments.
- Communicate schedules, expectations, and updates to substitutes and staff.
- Assist in daily welcoming of Substitutes and assist with daily placement.

Ordering and Procurement

- Manage and coordinate ordering for office and operational supplies.
- Ensure timely delivery of materials needed for staff and school functions.

Administrative and Compliance Support

- Assist with the annual review and update of the employee handbook.
- Prepare and distribute renewal letters and employment documents.
- Support compliance reporting, including STARR submissions to the Minnesota Department of Education.

Hiring Process

- Post open positions on job boards, school websites, and relevant recruitment platforms.
- Manage the application and screening process to ensure qualified candidates are reviewed and forwarded for interviews.
- Coordinate interview schedules and assist in communication between hiring managers and candidates.
- Conduct pre-employment background checks, including criminal history and reference verifications, to ensure compliance with state and federal requirements.
- Ensure all required hiring documentation, including employment contracts, tax forms, and I-9 verification, is completed and stored properly.
- Support the onboarding process by ensuring new hires are set up with payroll, benefits, and organizational policies.
- Assist with annual staff recruitment efforts and retention strategies.

Personnel File Management

- Create and maintain personnel files for all staff members, ensuring compliance with legal and organizational requirements.

- Update employee records with job status changes, benefits enrollment, performance evaluations, and disciplinary actions.
- Ensure secure storage and proper handling of confidential employee information, adhering to data privacy laws and best practices.
- Manage documentation related to certifications, licensure renewals, and training records.
- Assist in compliance audits by ensuring all personnel files contain the necessary employment documentation.
- Archive and properly handle personnel files for terminated employees according to retention policies.

Other Duties

- Provide general administrative support to HR and leadership teams.
- Complete other duties as assigned to ensure smooth organizational operations.

Qualifications:

Education and Experience

- High school diploma or equivalent required; associate's degree in human resources, business administration, or a related field preferred.
- Previous experience in payroll processing, benefits administration, onboarding, or HR support is preferred.
- Experience with Skyward, or other HRIS systems is a plus.

Skills and Competencies

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency in Google/Microsoft Suite and other office systems.
- Ability to prioritize and manage multiple tasks in a fast-paced environment.
- Problem-solving skills and the ability to adapt to changing needs.
- Ability to remain confidential.

Work Environment and Schedule:

- This position primarily operates in an office setting with standard working hours. Occasionally, evening or weekend work may be required. There may also be flexibility to work from a home office for partial days, depending on the needs of the role.

