



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 500 Support Staff Positions
TITLE: 001 Payroll & Personnel Director

TITLE:	Payroll & Personnel Director
QUALIFICATIONS	<ul style="list-style-type: none">* High level of competence in clerical, computer, and computational skills.* Minimum of one year of experience in payroll, fringe benefits, and personnel operations.* Previous experience in school district business office is preferred.* High school diploma or higher.
REPORTS TO / EVALUATED BY:	Assistant Superintendent and Superintendent
TERM OF POSITION:	12-months <ul style="list-style-type: none">* The Payroll & Personnel Director will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.* The Payroll & Personnel Director will serve a total of 8 hours per work day.
SALARY:	Negotiable
VACATION:	5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service
JOB GOAL:	The goal of the Payroll & Personnel Director is to expedite and process promptly and orderly all functions related to payroll procedures, and to coordinate all functions related to fringe benefits and personnel issues.
RESPONSIBILITIES:	<p>PAYROLL</p> <ul style="list-style-type: none">* Maintain a master file of all regular and part-time employees of the school district.* Maintain a master file of all substitute employees of the school district.* Receive and compute all payroll timesheets, making all approved deductions or deductions required by law.* Process and submit all ACH transactions required for direct deposits of payroll checks.* Prepare and distribute all payroll checks in the school district.* Prepare and submit all monthly, quarterly, an annual tax reports in a timely manner.* Prepare and submit all retirement reports, unemployment reports, etc., as required by law.* Prepare and submit all reports as requested by the district's auditors. <p>FRINGE BENEFITS</p> <ul style="list-style-type: none">* Maintain a master file of all employee benefits and deductions for payroll computations.* Maintain a master file of all retirees of the district, and process and track monthly payments due with respect to the continuation of group insurance benefits.* Process monthly payments for all employee benefits and deductions.* Oversee procedure for COBRA compliance.* Oversee procedure for Section 125 compliance.* Prepare and present overview of insurance benefits at New Teacher Orientation workshops.* Manage and process all aspects of workers compensation claims.



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PERSONNEL

- * Establish and maintain appropriate personnel file for all regular and part-time employees of the school district.
- * Maintain a master file of all teacher certifications and expiration dates. Assist staff in renewing teaching certificates.
- * Create job descriptions for new staff positions and coordinate periodic review and revision of existing job descriptions.
- * Create appropriate employment application forms for various staff positions and coordinate periodic review and revision of said forms.
- * Prepare and distribute annual contracts, including extra-duty contracts, for all teachers and administrators employed in the district.
- * Maintain a master file of all employee leaves and absences.
- * Develop and maintain personnel handbooks for support staff employees.
- * Consult with administrators on personnel matters as requested.
- * Administer all district employee benefit programs and serve as the district's resource person for group health insurance, disability insurance, retirement plans, sick leave, personal leave, other leaves of absence, as well as other related employee benefit plans.
- * Oversee procedure for FMLA compliance.
- * Keep informed of governmental statutes, regulations, and rules relating to personnel administration.
- * Maintains confidentiality of all school-related matters.
- * Perform all other duties as dictated by law and/or assigned by the Superintendent or Assistant Superintendent.

Hancock Place School District
Date Approved: December 14, 2005