

Human Resources Section
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Coordinator (184)
School Personnel Records, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general supervision, in accordance with state laws and regulations of the State Board of Education, coordinate and manage the certified and support personnel reports of Oklahoma public schools.

MINIMUM QUALIFICATIONS

- Two years coursework from an accredited college or university (bachelor's degree preferred) [*official transcript(s) required*];
- Experience in education policy, practice, or management focused on School Personnel Records preferred;
- Knowledge of school operations and working with complex data and reports.

NOTE: A minimum of four years working directly with central office school district personnel records may be substituted for the required two years required college coursework.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of state and federal school laws, rules and regulations as they pertain to school personnel records reporting and maintenance;
- Lead, take initiative, work independently and manage multiple responsibilities, paying close attention to detail on varied tasks;
- Ability to exercise good judgment in analyzing situations and making decisions; to organize and present facts clearly and concisely; to exercise tact, courtesy and initiative; to adapt to an automated work environment;
- Ability to establish effective working relations with other employees, school officials and the public;
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties;
- Proficient computer skills including knowledge of database, spreadsheet and general computer operations.

EXAMPLES OF WORK PERFORMED

- Coordinate with school districts with the completion of certified and support personnel reports;
- Assist in the collection and submission of the School Personnel Report; provide technical assistance where needed; disseminate materials to school districts throughout the state;
- Conduct comprehensive audits of personnel reports, including verifying teaching credentials, previous work experience and discovery of errors;
- Maintain informational data on the School District Reporting web site;
- Fulfill open record requests by preparing and dispensing information according to state policies;
- Ensure all required documentation is properly completed in accordance with established guidelines and applicable laws; maintain records and reports as required;
- Coordinate work efforts with personnel in other SDE sections to ensure information reported by districts is accurate.

COMPENSATION

Annual Salary - \$40,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 9088

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