



BENJAMIN FRANKLIN HIGH SCHOOL

AT THE KATHERINE JOHNSON CAMPUS

Job Title	Human Resource Clerk
Department	Human Resources
Supervisory Reporting	Human Resource Director
Job Type	Part-Time/Contract

Supervisor of	N/A
Works closely with	Administration, Faculty, & Staff

Board Committee Liaison	NA
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Professional Expectations

- Professional growth - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day, and complete tasks in a timely manner.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; foster an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond in a timely manner to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision making/problem solving - make sound and timely decisions by analyzing facts; reach logical conclusions by use of foresight and planning; independent, but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities.

Job Specific Expectations

- Publish and update job ads on all job boards
- Assist in the recruitment process
- Assist HR Director in processing job applications
- Store, copy, and scan personnel documents
- Responds to inquiries regarding a variety of human resources related issues for the purpose of assisting with the services the HR Department provides
- Assist HR Director in updating job descriptions
- Assist HR Director with onboarding and offboarding of employees
- Assist HR Director with benefits enrollment and termination
- Processes a variety of employee information for the purpose of supporting the HR Department in meeting its goals
- Maintain confidentiality
- Assist with other duties as assigned

Qualifications

- High School Diploma or GED
- Experience managing electronic systems and software
- Excellent communication skills
- Ability to take initiative, work independently, and follow oral and written directions
- Ability to manage multiple tasks of equal importance
- Proficiency in Microsoft Office Suite tools and Google Workspace

Physical Requirements

Using hands and fingers: significant fine finger dexterity, operating a computer, keyboard, and telephone

Vision: close vision for computer work, distance vision, and the ability to focus

Other movements: frequent walking, sitting for long periods of time, standing, bending, stooping, crouching; occasionally lifting objects under 25lbs

Normal setting for job in a school/office

I have read and understand the above job duties and responsibilities as **Human Resource Clerk** as described in the job description. I am able to perform all of the essential functions of the position with or without reasonable accommodation. I understand that my job duties may change on a temporary or regular basis according to the needs of the school without being specifically included in the job description. I further understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined in this job description.

Employee Name Printed: _____

Employee Signature: _____ **Date:** _____

Benjamin Franklin High School does not discriminate on the basis of sex, race, color, religion, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, genetic information, marital status, or association with a protected individual. The School offers a competitive salary & benefits package.