

**Job Title:** Onboarding Manager**Wage/Hour Status:** Nonexempt**Reports to:** Human Resources Coordinator**Pay Grade:** Compensation Plan**Dept./School:** Human Resources**Date Revised:** 4-23-2025

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**Primary Purpose:**

Organize and manage the onboarding process for new employees. Provide guidance and support to new staff members, plan and implement orientation sessions, and be a reliable source of information regarding the new hire process. Collaborate with other departments to ensure a smooth transition for new staff. Handle confidential information and engage in frequent contact with all levels of district employees and the general public.

**Qualifications:****Education/Certification:**

High school diploma or GED  
Bachelor's degree preferred

**Special Knowledge/Skills:**

- Proficient skills in keyboarding, data entry, word processing, and file maintenance
- Proficient in the use of specialized systems required for district-wide operations related to onboarding (Skyward, Applicant System, Absence Management System, Brightly)
- Excellent communication and presentation skills are needed for scheduling and managing orientation sessions with new staff
- Proficient in the use of employee data software and the absence management system to provide user support, reset passwords, and run reports for district administrators
- Knowledge of school district organization, operations, and administrative policies
- Ability to effectively present information one-on-one and in group settings
- Ability to read and comprehend instructions, correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, set-up, and scheduling
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to address new hire questions and concerns
- Ability to multitask numerous complex administrative activities
- Ability to use software to develop spreadsheets and databases, and perform word processing tasks
- Ability to prioritize workflow to address multiple needs of the supervisor or the department team

**Experience:**

3 years of secretarial experience  
2 years of experience working within public schools  
3 years of experience with employee and absence management systems

**Major Responsibilities and Duties:****Human Resources Program Management**

1. Provide excellent customer service to current and potential employees.
2. Assist in developing and implementing onboarding policies and procedures.

3. Assist new hires with any onboarding task or questions.
4. Operate, maintain, and provide assistance with various programs used in the Human Resources department (Applicant Management System, Absence Management System, Skyward, Qmlativ).
5. Receive and process requests for new hires and aid schools with scheduling classroom coverage for absences.
6. Manage the pool of substitutes and monitor fill rates in the software system.
7. Assist with sending out new hire information and providing orientation for new employees.

### **Employment**

8. Receive, screen, and process new candidate applications.
9. Schedule, organize, and participate in onboarding sessions, orientations, and meetings.
10. Assist with managing a system for new employees to acquire the appropriate information, support, and training necessary for success on the job.
11. Assist the human resources team with the recruitment of potential applicants for the district.

### **Records, Reports, and Correspondence**

12. Compile, maintain, and run reports, maintain records, and process other documents and correspondence as required.
13. Prepare reports weekly for human resources to review employee staffing and employee absences.
14. Maintain confidentiality and thoroughly verify the accuracy of all employment documents.
15. Assist supervisor with portions of the employee handbook annually and inform employees of personnel policies, procedures, and programs that affect them.
16. Maintain active and inactive substitute lists for campus principals.
17. Monitor vacancies and long-term assignments for benefits eligibility and certification requirements.
18. Monitor employee absences in the absence management system and report excessive absences weekly.
19. Assist the Human Resources Coordinator in updating employee records (new addresses, phone numbers, name changes, etc.).

### **Other**

20. Receive and respond to routine inquiries from the public and employees. Refer them to the appropriate department or administrator.
21. Follow district safety protocols and emergency procedures.
22. Comply with policies established by federal and state laws and regulations, as well as local board policy.

- 23. Attend, present, and/or participate in all district meetings assigned.
- 24. Behave in a professional manner when representing the district at all times.
- 25. Act as a back-up for the fingerprinting and badge-making processes.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals; Event Management system; Employee Management System; Absence Management System

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; lifting boxes

**Motion:** Repetitive hand motions, including frequent keyboarding and use of the mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional district-wide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

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Date

Reviewed by

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Date