

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

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| Job Title: Administrator of HR Data & Operations <b>(M73)</b>                               | Job Family: 01     |
| Department: Human Resources                                                                 | Lane Placement: Z1 |
| Supervisor's Title: Human Resource Administrator                                            | Contract: 242 Days |
| FLSA Classification: <u>Exempt</u>                                                          | Hours per Day: 8   |
| Original date: <u>10/21</u> Revised: <u>08/22</u> Revised: <u>07/01/2026</u> Revised: _____ |                    |

**GENERAL FUNCTION**

Under the supervision of the Administrator and Assistant Director of Human Resources, the **Administrator of HR Data & Operations** will lead District-wide HR data governance, workforce analytics, operational planning, and workforce communications to ensure accurate staffing allocations, financial alignment, and data-informed decision-making. Will serve as the main point of contact in the District for underqualified educators as they work toward obtaining a Utah Professional Educator License. Will facilitate meetings with underqualified educators in the Alternative Pathway to Professional Educator License (APPEL) and Local Educational Agency (LEA-Specific) programs to provide leadership and direction in all matters of licensing required by the Utah State Board of Education (USBE).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Lead District-wide HR data governance, workforce analytics, operational planning and workforce communications to ensure accurate staffing allocations, financial alignment, and data-informed decision-making.
- Develop workforce analytics, dashboards, projections and reports for District leadership, Cabinet and the Board of Education.
- Strengthen organizational effectiveness by overseeing employee-type data analysis, FTE allocation processes, enrollment alignment and exit interview insights, in support of strategic District priorities and student outcomes.
- Provide leadership, direction, supervision, coaching and performance management for assigned HR staff to ensure efficient department operations and high levels of customer service.
- Lead HR technology initiatives, system implementations, workflow automation and process improvements impacting HR operations.
- Assist with HR information technology projects, including recruiting software, to ensure HR project goals are accomplished within prescribed timelines.
- Create visual representations of data (e.g., spreadsheets, graphs, charts, dashboards, and presentations).
- Develop, implement and report on exit interviews for all employee groups.
- Provide administrative oversight of District licensure programs, including APPEL and LEA-S pathways, to ensure compliance with District and USBE requirements, which will include, but are not limited to the following duties and responsibilities:
  - Ensure District compliance with educator licensure statutes, USBE board rules and licensing requirements.
  - Lead the development, interpretation and implementation of policies and procedures related to educator licensure.
  - Analyze employee transcripts and experience to identify teacher licensing requirements.
  - Identify, track and report data for underqualified educators to ensure compliance with statutes, USBE board rules, District policies and professional Licensing.
  - Monitor licensure program effectiveness, educator outcomes and compliance metrics through data analysis and reporting.
  - Establish and monitor systems to support educator licensure compliance and successful program.
  - Provide leadership and direction regarding educator assignment qualifications and licensure compliance.

- Serve as the District liaison with USBE and other educational partners regarding educator licensure matters.
- Ensure proper management of all files pertaining to programs and programming for underqualified educators.
- Assist in interpretation and dissemination of information to underqualified educators and their supervisors concerning their path to obtaining a Utah professional educators license.
- Identify, track and report licensing data to ensure compliance with statutes, USBE board rules and District policies.
- Oversee staff and processes supporting APPEL, LEA-Specific, and other licensure pathways.
- Review and approve hire/change forms and other forms as needed.
- Coordinate substitute evaluations and act as a liaison between Human Resources and the school principals.
- Will coordinate the volunteer process, including scheduling, fingerprinting and notification to schools.
- Facilitate the design and creation of HR reports from Qmlativ or other District source. Responsible for the analysis, design, development, testing, implementation and maintenance of HR related computer applications.
- Assist in the interpretation and dissemination of information to both educators and applicants.
- Assist the HR department in fulfilling requests from the Board of Education by collecting data, preparing reports and distributing information.
- Provide annual, quarterly, monthly, and daily reports as requested.
- Collaborate with employees in HR and other departments in a cooperative, positive and professional manner.
- Requires travel using own transportation to school, District and other sites.
- Added essential functions as outlined by the school/department.
- Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Attend and participate in department meetings as required.
- This position requires punctual and regular daily attendance at assigned work location.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Master's Degree in human resources, education, information management or related field or equivalent combination of education and experience.
- Requires five to eight years job related work experience with demonstrated competence.
- One year of supervisory experience required.

- Experience analyzing large datasets and developing workforce metrics preferred.
- Requires strong knowledge of teacher licensing rules or procedures.
- Experience with HR information systems preferred.
- Requires knowledge of operating systems currently in use in the District (i.e. Qmlativ, recruiting systems, etc.).
- SPHR/PHR or SHRM-CP certification highly preferred.
- Ability to collect and use data to identify gaps and improve District outcomes.
- Must demonstrate competence in reading, writing and advanced mathematical and logic skills.
- Requires effective interpersonal and people skills. Will have significant interaction with personnel in HR, schools and other departments.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Requires effective collaboration and cooperation attitudes and abilities.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position may require travel throughout the District.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Reporting & Linkages**

- Reports to: Assistant Director of Employee Relations and Compliance
- Direct Reports: HR Data Analyst, HR Assistants
- Key Linkages: Administrator of Human Resources, Assistant Director of Talent Development, Administrator Employee Experience and Wellness, Administrator Talent Acquisition, licensing teacher specialist, payroll, information systems, business units and outside vendors

### **Machines, Tools & Equipment Used:**

- Standard office equipment and machines.
- Computer hardware and software and related equipment.

### **Physical Requirements – Not limited to the following:**

- Occasionally lift and move items up to 20 lbs.
- While performing the duties of the job, the employee is constantly required to sit. Occasionally will stand, walk, talk and hear. The employee constantly is required to use hands to finger, handle, type and feel and must reach with hands and arms.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*