



UPPER ADAMS SCHOOL DISTRICT

Position Opening: Human Resources Coordinator

Location: District Offices

Date of Availability: December 2026

Join our team and play a vital role in supporting the employees who make a difference in the lives of our students every day. The Human Resources Coordinator is responsible for coordinating all aspects of the employee lifecycle, from recruitment and onboarding to benefits administration, leave management, compliance, certification tracking, and employee records. This position works closely with district leadership to ensure efficient human resources operations while maintaining the highest standards of professionalism, confidentiality, and customer service.

The successful candidate will oversee hiring processes, administer employee benefits and leave programs, maintain personnel and payroll data, ensure compliance with state and federal employment regulations, and support professional staff through certification, tenure, and contract administration. This role also serves as a key resource for employees, administrators, insurance providers, and outside agencies while assisting with policy updates, workers' compensation, training programs, and a variety of district-wide HR initiatives.

Candidates should possess excellent organizational, communication, and interpersonal skills, along with the ability to manage multiple priorities in a fast-paced environment while handling sensitive information with discretion. A bachelor's degree is preferred or a minimum of an associate's degree, and 3 years of human resources experience. Experience in public education, knowledge of Pennsylvania school employment practices, and proficiency with HR, payroll, and database systems are highly desirable. This position requires daily on-site attendance and offers the opportunity to make a meaningful impact by supporting the employees who help our students succeed.

Apply online at www.upperadams.org, > Employment > Support > Human Resources Coordinator

Contact Tina Fair, Human Resources Coordinator for more information at 717-677-7191 ext. 2721.

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