

**ADMINISTRATIVE MEMO #1686 – 2014/2015**  
**June 24, 2015**



**EMPLOYMENT OPPORTUNITY**  
***2015/2016 School Year***

**POSITION:** Human Resources Assistant

**SUMMARY:** Serves as the Human Resources Assistant for the Human Resources Department by performing essential duties.

**TERM:** 12 month position

**QUALIFICATIONS:**

- Associates Degree in Human Resources or related field and one to three years of related experience and/or training
- Assist with iObservation (Marzano Model)
- Monitor compliance for veteran's preference for recruitment and also monitor retired teachers returning to work
- Assist the Director of Human Resources with meeting coordination, set-up and organization
- Input new hourly hires in GP ensuring proper placement and budget codes
- Input Trollwood hourly hires in GP
- Follow up with new hires on required items
- Assist the Human Resource Department with clerical duties as requested
- Communicate, collaborate, and cooperate with the public, colleagues and supervisors ensuring customer service and communication regarding general questions concerning Fargo Public Schools, while also maintaining confidentiality and respect to all staff members and the public

**SALARY:** 2014/2015 Support Personnel Salary Schedule  
Group 5 - \$15.60 - \$19.39 Depending on experience

**DEADLINE:** Monday, July 13, 2015

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**TO APPLY:** Log on to our website at [www.fargo.k12.nd.us](http://www.fargo.k12.nd.us) and go to 'Career Opportunities', then to 'Apply online' and complete our online application form. For more information or questions please call 701-446-1050 or email at [jobopportunities@fargo.k12.nd.us](mailto:jobopportunities@fargo.k12.nd.us).  
**INTERNAL CANDIDATES:** Log on to our website at [www.fargo.k12.nd.us](http://www.fargo.k12.nd.us), go to the Employee Portal, then click on 'Human Resources' on the left side of the page, scroll down, then click on 'Internal Job Postings' and complete our online application form.

The Fargo Public Schools is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, religion, national origin, gender, age, Veteran status, disability or non-qualifying handicap, genetic information or testing in its education/activities and employment practices. The Fargo Public Schools seek to provide access to all its programs for those interested persons who might have a variety of handicapping conditions. This includes those with impaired vision and hearing loss. Furthermore, Fargo Schools' district policy 5060 assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other OCR enforced statutes. Additionally the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator, David Burkman, Principal, Woodrow Wilson High School at (701)446-1000. For more information regarding Title IX compliance call, Brad Franklin, Principal, Jefferson Elementary School or Patricia Cummings, Director, Student Support Services at (701) 446-1009. You may also write to the coordinators at Fargo Public Schools, 415 N 4<sup>th</sup> Street, Fargo, ND 58102. Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with: U.S. Department of Education, Office for Civil Rights, Midwestern Division Chicago Office, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204