

**GROVEPORT MADISON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Executive Secretary (Draft)

Reports to: Director of Human Capital

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Functions as support staff personnel for the human resource department coordinating all personnel functions

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Report issues related to workforce conduct and performance to supervisor
- Assist with strategies and appropriate responses to employee-related issues
- Participate in developing strategies and participating in recruiting and hiring activities
- Participate in healthcare coordination efforts
- Assist in developing strategies and participating in recruiting and hiring activities
- Participate in healthcare coordination efforts and all aspects of insurance
- Attend meetings and in-services as required
- Conduct the new employee onboarding and exit survey processes
- Cooperate with the Treasurer's Department to maintain accurate employee records
- Assist and prepare items for Board of Education meeting agenda, i.e. new employments, supplemental employments, personal service, salary upgrades and adjustments, committee stipends, resignations, retirements, leaves of absences, professional leave, non-renewals, and other related items
- Assist with required contractual items such as salary degree changes, tuition reimbursement, fee waivers, etc.
- Maintain all personnel files as well as medical files
- Prepare all employment contracts
- Maintain and update staff seniority lists
- Work with union presidents as needed
- Input all purchase orders for department
- Interact in a positive manner with staff
- Maintain respect at all times for confidential employee information
- Make contacts with the public with tact and diplomacy
- Respond to routine questions and requests in an appropriate manner
- Accepts documentation and logs all personnel required items for staff
- Participate in job description development
- Assist with salary analyses.
- Track employment applications, training for staff, changes to staff directory, daily absences and leaves of absence, and evaluation dates of employees
- Inform evaluators of dates for evaluation of classified staff members for whom the evaluator is responsible
- Assist all paraprofessionals in maintaining a current educational aide certificate
- Maintain and update Frontline records

- Participate in Equal Employment Opportunity training
- Assist in the posting and tracking of all staff vacancies

Other Duties and Responsibilities:

- Promote good public relations
- Perform other duties as assigned by the Director of Diversity, Engagement, and Human Capital

Qualifications:

- Five or more years successful experience in Human Resources
- SHRM Certification – Preferred
- Such alternative to the above qualifications as Superintendent may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to operate various office equipment
- Basic computer skills
- Basic finance skills
- Effective active listening skills
- Knowledge of public school policies and practices
- Organizational and problem solving skills

Equipment Operated:

- Computer
- Copy machine
- Motor vehicle
- Printer
- Telephone
- Typewriter

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction with unruly children
- Occasional requirement to work overtime
- Operation of a vehicle in inclement weather conditions
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Occasional lifting, pushing or pulling of up to 25 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Signature

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: