FRANCISTUTTLE

Full-Time Personnel Job Description

Job Title: Administrative Assistant III
Department: Human Resources (HR)
Reports Directly To: Executive Director HR
Position Closing Date: Position open until filled.

Date: November 23, 2026
Prepared By: HR Team

Job Group: I
Salary Range: *$36,489-**$45,841

☐Exempt ☐Certified
☒Non-Exempt ☐Grant Funded

Primary Function of Position: Administrative Assistant III position responsible for collaborating with team members to execute and support Francis Tuttle Human Resources Department functions and processes; provide excellent customer service to the District's internal and external customers.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

Human Resources

1. Communicate effectively with internal and external customers in person, electronically, and over the phone.
2. Provide support for District job vacancy announcements and support the District hiring process.
3. Lead the process for I-9 forms with E-Verify and maintain for District.
4. Initiate and monitor National Criminal History Record Check (NCHRC) and Criminal History Record Check (CHIRP) for new employees.
5. Support HR processes related to onboarding/offboarding, job offers, new hires and retirement; schedule and meet with new part-time employees for initial onboarding.
6. Complete initial onboarding setup in iVisions (ERP/HRIS Software); assist with updating employee information in iVisions (e.g. address and name changes, miscellaneous tracking, etc.)
7. Complete clerical and administrative functions while supporting departmental and district projects and goals; confidentially maintains both paper and electronic forms and folders with current information; support inventory and ongoing maintenance of HR related equipment and supplies.
8. Provide support as needed for work related injuries.
9. Provide room scheduling assistance for HR Team.
10. Ability to be present on the job as described under work conditions and contract details.
11. Other duties as assigned.

Substitute Facilitator

1. Recruitment and Training
    - Collaborate with Directors and administrative assistants on all campuses to recruit, train and hire substitute instructors.
2. Onboarding
    - Conduct initial onboarding and frequent trainings for substitute instructors.
    - Maintain employee files, background checks.
    - Conduct reference checks, as needed.
    - Conduct annual training for returning substitutes.

3. Administrative/Human Resources
    - Oversee substitute management system and processes.
    - Support the payroll process for payment of substitutes.
4. Communication
    - Serve as the Francis Tuttle Liaison to substitute instructors, both active and potential.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required. Associates degree or SHRM/HRCI certification preferred.
- A minimum of three to five years of recent, relevant experience in an office environment preferred.
- Strong aptitude for learning and leveraging technologies, software platforms, and business systems to optimize workflows, improve processes, and enhance operational effectiveness.
- Strong communication, customer service, and interpersonal skills.
- Demonstrated ability to maintain confidentiality and exercise sound professional judgment.
- Highly organized with strong time management skills and the ability to balance multiple priorities while maintaining accuracy and attention to detail.
- Collaborative team member who takes initiative and contributes to a positive, service-oriented work environment.
- Notary Public certification required within three months of hire.

Working Conditions: Long periods of sitting (front-desk type office setting); moderate visual effort and physical activity is required; ability to lift 10-20 lbs. occasionally; extensive communication with internal and external customers; direct contact with the public. Ability to stay on task with numerous interruptions throughout the workday. Professional dress, conduct and appearance required. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Safety-Sensitive Duties: In accordance with Oklahoma law, the District considers employees performing safety-sensitive duties to be in safety-sensitive positions. Such duties include, but are not limited to, the handling, packaging, processing, storage, disposal or transport of hazardous materials; the operation of a motor vehicle, other vehicle, equipment, machinery or power tools; repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage; performing firefighting duties; the operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution; the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component; dispensing pharmaceuticals; carrying a firearm; or direct patient care or direct child care.

Employees performing safety-sensitive duties are subject to the District's zero-tolerance drug and alcohol standard and applicable District procedure.

Organizational Relationship: Full-time, non-exempt personnel position reports directly to the Executive Director of Human Resources.

Contract Details: Twelve-month contract subject to annual renewal. to be determined) with occasional extended periods throughout the year. Working days and hours: Monday through Friday, 7:30 a.m. – 4:00 p.m. and/or 8:00 a.m. – 4:30 p.m.

Benefits: Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of $500, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

* Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.
** This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.

Contact:
Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625
Only persons of interest will be contacted.

Disclaimer:
“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

Equal Opportunity E-Verify Employer