



Position Description

TITLE:	Human Resources Assistant, Employment Support & Labor	REPORTS:	Director, Human Resources Employment Support
COMMUNITY:	Human Resources	CLASSIFICATION:	Professional-Technical
FLSA:	Non-Exempt	WORK YEAR:	12 Month
ISSUED:	March 27, 2026	SALARY:	Professional-Technical Salary Schedule Grade 116

PRIMARY PURPOSE:

This position's responsibilities are to provide assistance and support to human resources directors of employment support and director/assistant director of labor, including specialized program support, detailed records management, promoting positive public relations, assisting in coordinating and scheduling meetings, tracking date sensitive actions to ensure timelines are met, supporting investigation meetings and collective bargaining sessions, and preparing a wide range of correspondence and reports.

ESSENTIAL DUTIES:

Maintains detailed files and records in support of a human resources program, such as investigation file management, grievance file management, and other files and records as assigned.

Formats and types correspondence, forms, and reports, including confidential materials; supports a variety of meetings; sends and receives fax transmissions; composes materials as requested; proofreads and edits copy; duplicates and distributes materials.

Performs specialized program support functions such as; supporting a wide variety of confidential investigations and other just cause procedures; supporting various human resource process administration and district policy interpretation within established guidelines; and performing other specialized functions as assigned.

Responds to requests from the unions, public, other departments/divisions, and schools for information.

Tracks date sensitive actions to ensure that timelines are met; creating and maintaining grievance and employee relations database.

Maintains current knowledge of a variety of rules, laws, and regulations affecting human resource

programs; provides guidance to staff on program requirements.

Participates in labor negotiations and assists the director with managing the negotiation process including scheduling, taking notes, and creating the final contract product.

Prepares a variety of reports related to specific assignment; conducts research as directed.

Prepares and disseminates a variety of communications, letters, schedules, and other materials; schedules meeting rooms.

Opens, screens, processes, sorts, and routes mail; tracks responses to assure completion; maintains system to ensure timely actions and responses.

Organizes and maintains records and files of a variety of materials, including confidential matters; ensures confidentiality of designated materials.

Provides assistance to other staff, as needed.

Provides for the care of school property and appropriate use of supplies, equipment, and utilities.

Performs all other duties as assigned.

OTHER JOB DUTIES:

- Provides a wide variety of administrative support, such as setting up meeting rooms, making arrangements for refreshments, and other support tasks.
- Serves as member of the human resources team; performs related duties consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS:

Reports to the human resources directors. Interacts daily with administrators, staff, applicants, substitutes, and the public.

WORKING CONDITIONS:

May be required to attend evening meetings; required to sit for prolonged periods; visual concentration required; exposed to frequent interruptions; exposed to computer monitor for prolonged periods; required to deal with distraught or angry persons; required to meet critical deadlines.

QUALIFICATIONS:

Skills:

- Accurate typing and meeting scripting, capturing key discussion points, decisions, action items, and interview notes.
- Effective communication.
- Maintain strict confidentiality.
- Analyze and synthesize information for reports.
- Operate a computer and learn the use of specific software programs, including word processing and

spreadsheets.

- Operate audio/visual equipment for presentations, meetings and teleconferences.
- Prepare graphics and presentation materials.
- Format and compose correspondence.
- Set up and maintain accurate filing systems.
- Coordinate and schedule events.
- Listen to and diffuse or resolve problems and concerns.
- Attend to detail and follow tasks through to completion.
- Organize and set priorities for work.

Knowledge of:

- Correct grammar, spelling, and English usage.
- Effective office procedures and administrative support.
- Research, best practices, and technical aspects of field of specialty
- Research methods and report writing techniques.
- District organization, operations, policies, and procedures.

Ability to:

- Use skills to promote effective customer service and public relations.
- Effectively work with and co-plan with colleagues.
- Work independently/under pressure and with interruptions.
- Write in a clear and concise manner
- Manage and resolve conflict.
- Effectively present information orally and in writing.
- Operate general office machines and business computer programs
- Maintain strict confidentiality and exercise discretion, sound judgement, and decision-making when handling sensitive documents
- Use effective interpersonal skills to establish and maintain cooperative and effective working relationships with school and district personnel, parents, and external partners.

Education and Experience

High school graduation or equivalent with training in office procedures, and two years of increasingly responsible clerical, secretarial, or administrative support experience in a customer service environment (human resources experience preferred); or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Allowable Substitutions

Advanced training in personnel or business skills may substitute for up to one year of the required experience.

Licensing and Certification

None.

EVALUATION:

Evaluation responsibilities are assigned to the human resources director.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.