

JOB TITLE: Administrative Assistant to the
Human Resources Director

DATE: November 2021

REPORTS TO: Human Resources Director

APPROVED BY: Superintendent

SALARY RANGE: Support Staff Range III

ASSIGNMENT: 50 weeks/year
8 hours per day

JOB SUMMARY: Responsible for providing administrative support to the Human Resources Department. Greets visitors to the District and HR offices and directs their inquiries as appropriate. Processes clearances for employees and volunteers and maintains personnel files.

HUMAN RESOURCES – ESSENTIAL FUNCTIONS:

1. Prepares correspondence, agendas, memos, forms and reports for HR Director.
2. Arranges meetings HR Director and HR Department upon request.
3. Processes and tracks Key Card Agreements for all new hire, transfers, retirements, and resignations.
4. Processes and creates identification badges for district employees.
5. Organizes and prepares new hire packets for administrators, teachers and support staff.
6. Processes updates on the Human Resources section of the district website under direction of the Human Resources Director.
7. Tracks clearance dates for the staff, substitutes, coaches, school police and bus drivers. Runs reports with renewal dates.
8. Maintains the volunteer database. This includes recording the dates of the clearances, TB tests, volunteer sign off sheets from the handbooks and recording of any other required volunteer documents.
9. Maintains substitute spreadsheets. Assists with the coordination and support of substitutes.
10. Maintains personnel files for all district employees.
11. Processes employment verification requests.
12. Maintains the staff building picture directory; including adding new hires, transfers and resignations. Prepares new teacher and School Board/Administration Directories.
13. Processes and prepares all Employment History Reviews (Act 168) forms to former and current employers, for the Human Resources Director to sign.
14. Processes employee exit interview surveys in accordance with School Board policy.
15. Tracks completion of Safe Schools training for staff.

16. Copies, distributes and files Board letters for HR Director.
17. Tracks and processes tuition reimbursement forms for professional staff.
18. Processes mail for supervisor.
19. Orders supplies and prepares purchase orders for the department.
20. Performs other duties as assigned by the supervisor.

DISTRICT OFFICE – GENERAL FRONT DESK DUTIES:

1. Greets visitors to District Office and answers main phone line, directing calls to the appropriate recipient.
2. Troubleshoots inquiries, and makes every attempt to de-escalate calls as appropriate and when possible.
3. Receives and places telephone calls communicating to staff, parents and the general public. Handles inquiries and request for information, directing as appropriate concerns regarding the department. Requires frequent use of independent judgment and tact.
4. Assists with processing incoming and outgoing mail for District Office.
5. Works as a team with fellow staff members to ensure the highest level of customer service is provided at all times.

QUALIFICATIONS: High school graduate with two years of administrative and general office experience. Human Resources experience preferred. Excellent interpersonal skills are required, in order to deal effectively with a diverse group of callers and visitors. Must be a team player, and work collaboratively with district stakeholders. Excellent verbal and written communication skills. Strong computer skills and experience with Microsoft Office required.

PHYSICAL REQUIREMENTS: Position requires stooping, crouching, and reaching with hand and arm with a repetitive motion. Crawling on hands and knees, standing in stationary position, walking at moderate speed and use of fingers is necessary. Able to communicate verbally and to hear with no more than a 40-decibel loss. Vision clarity of near, far and mid-range vision is needed (less than 20 inches and more than 20 feet). Depth perception ability to focus on objects clearly, with field of vision and able to identify colors. Job is typical office environment with mostly sitting required. May be required to items weighing up to 10 pounds.