

**BAY VILLAGE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Administrative Assistant to the Director of Human Resources and Operations

Reports to: Superintendent and Director of Human Resources and Operations

Contract: 260 days; 8 hours per day; Administrative Pay Scale (exempt);
Commensurate with Experience

Minimum Qualifications:

- Associates Degree, Bachelor's Degree in Human Resources, Education, Organizational Policy or comparable work experience in addition to a Bachelor's Degree in another area.
- At least three to five years of prior related work experience in human resources or a school setting.
- Knowledge of school functions and organizational structure and parliamentary procedure as well as Robert's Rules of Order.
- Knowledge of Power School and Frontline
- Knowledge of records retention, office administration and office management procedures.
- Demonstrated proficiency with Google Sheets, Google Drive, Google Slides, and Google Docs.
- Knowledge of customer service and office etiquette procedures.
- Knowledge of district budget processes.
- Knowledge of the application and use of computers, productivity software/applications, cloud-based tools/services, social media platforms, and other digital tools utilized by the District.

Essential Job Functions:

The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

- Answers and directs departmental phone calls.
- Schedules and organizes appointments; takes minutes during departmental meetings.
- Proofreads and types documents and correspondence produced by the department.
- Processes required paperwork for employee transfers, changes in job classification, salary increases, and other related employment matters.
- Leads the onboarding process for new employees.
- May assist with preparation of human resource reports such as attendance, new hire, and turnover reports.
- Maintains district seniority lists.
- Organizes MOU's, Negotiated Agreements, and Grievances for the Director of Human Resources.
- Prepares purchase orders for the Human Resource office.
- Schedules interviews, sends interview invitation letters, and provides notification of steps in the hiring process to all applicants within a timely manner.
- Builds the New Employee Orientation program in conjunction with the Director of Human Resources.
- Maintains records related to Worker's Compensation and leaves of absence.
- Maintains and updates the CMS for the HR Department.

- Maintains and updates the system used for safety compliance.
- Schedules meetings with the HR Director and the Treasurer for retirement, resignation, and FMLA leave.
- Serves as the secretary for the Local Professional Development Committee and attends monthly meetings.
- Additional duties and responsibilities as assigned.

Working Conditions:

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties require considerable telephone contact and paperwork.
- Duties require considerable use of a computer and viewing of a monitor
- Duties may require prolonged periods sitting at a desk and working on a computer.
- Duties may require lifting, carrying, and/or moving work-related supplies and equipment. Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening/weekends.
- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to assigned aides and volunteers.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by Bay Village City Schools Board of Education.

- *This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.*
- *This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.*
- ***The Bay Village School District is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.***