

SECTION 310-K HUMAN RESOURCES ASSISTANT

## Job Description\*

QUALIFICATIONS:

1. Minimum of a two-year degree in clerical/office management or five years experience performing, at a high level, the duties and responsibilities associated with this position.
2. Strong organizational, inter-personal, problem solving, and communication (written and verbal) skills, displays initiative, and exercises good judgment.
3. Strong skills in technology. The ability to operate office equipment, such as copier, fax machine, printers, scanner, and multi-line phone. The ability to use Microsoft Word, Excel, database systems, and understand how to search, compile data, and prepare/complete reports/information effectively and efficiently.
4. Skilled at performing duties of a sensitive and confidential nature and able to maintain confidentiality at all times.
5. Demonstrate an understanding of the importance of communication and contributing to the overall public relations of the District.
6. Documentation of a positive attitude, style, and cooperative relationships with others and the ability to effectively work with a wide variety of personalities and situations requiring diplomacy and poise.
7. Has the ability to work independently as well as a cooperative team member.
8. Above average skill in clerical tasks.
9. Skilled at preparing and maintaining accurate records and files.
10. Experience with meeting schedules and time lines.
11. Ability to multi-task.
12. Demonstrate the ability to adapt to changing work situations.
13. Has been able to willingly accept and follow work requests made by supervisor and Central Office Administrators.

REPORTS TO: Director of Business Operations

GENERAL RESPONSIBILITIES:

Performs responsibilities necessary to accomplish objectives established by the Director of Business Operations, District Administrator and Board of Education related to human resources. Adapts to the variety of responsibilities. Presents a positive image in contacts with community and staff members. Properly handles all confidential matters.

### ESSENTIAL FUNCTIONS:

1. Post job vacancies for teacher, support staff, long-term substitute and coaching assignments via internal job postings, Wisconsin.gov, the district website, and college and university placement offices.
2. Monitor progress on the District's accepted hiring structure to ensure that the hiring process is progressing and that the structure is being followed.
3. Maintain teacher and support staff online job postings via the district website. Assist applicants with technical support for use of the online system. Make applications available to screening committees and administrators. Print applicant data as requested by administrators. Notify candidates that jobs have been filled. Close out and archive job postings.
4. Work with administrative staff to schedule interviews. Prepare and send out interview committee packets. Review closed pre-employment folders for completeness and file according to records retention policies.
5. Process criminal background checks on all new employees, coaches, long-term subs and volunteers.
6. Prepare job offer letters. Provide District Administrator with list of monthly staffing approvals for regular Board of Education meeting. Communicate staff hires, changes and terminations to technology staff, and other pertinent staff members.
7. Maintain employment files for all employees. Assist with maintaining payroll, benefit, co-curricular, substitute and medical files. Prepare labels and file folders. File documents. Monitor and follow up with employees to obtain necessary information and forms. File new employee folders. Purge terminated staff files to records retention area. Assist with purging files from records retention area based on established records retention policies.
8. Develop annual contracts and salary placement for all certified personnel.
9. Maintain assignment and salary data for co-curricular staff and non-staff paid and volunteer assignments. Coordinate with supervising administrator regarding job vacancies and completion of co-curricular recommendation forms. Submit co-curricular salary assignment data to payroll.
10. Maintain records for employee course approval, personnel leave, and other contract related documents.
11. Prepare and maintain up-to-date administrator, teacher, custodian and support staff job evaluation spreadsheets. Update spreadsheet as evaluations are sent to Human Resources. File evaluations. Provide notice of evaluations not submitted to Central Administrative Offices.
12. Maintain records for teacher, administrator, special education assistant and other DPI licenses. Notify staff when license will expire. Update records with renewed license information.
13. Prepare and distribute documents/reports including: new staff listing, regular staff listing, confidential address listing, staff calendars, employee guidelines, general correspondence, any DPI required reports associated with employees and others as requested.
14. Maintain up-to-date information on the district web pages and forms for the Human Resources office.

15. Assist with preparation, printing, stuffing and distributing of administrator and teacher contracts and/or letters of intent. Assist with preparation, printing, stuffing and distributing of administrator, teacher, and co-curricular contracts/wage sheets. Maintain check off list of items returned. Follow up with staff that has not returned items.
16. Assist with the annual staff recognition banquet preparations. Maintain staff years of service list for recognition purposes and other school district recognitions.
17. Maintain the District's negotiated agreements and make necessary changes as needed.
18. Maintain staff photo directory for ID badge system and staff photo directory on the district web site at least annually.
19. Maintain records for new employee physical exams and school vehicle driver requirements. Follow-up with staff to complete a physical.
20. Develop and monitor annual school calendar, new teacher information packet, submit the 1505 DPI School Calendar Report, and the DPI 1202 Fall Staffing Report.
21. Maintain school reimbursement and movement records on salary schedule for teachers in accordance with master teachers agreement.
22. Coordinate staff sign up for annual flu shot clinic.
23. Maintain records for CPR/1st Aid training/certification.
24. Assist Director of Business Operations with calendar, filing, answering phones, and District Administrator as requested.
25. Complete all employment verifications.
26. Answer Administration Building telephones, take messages, screen calls, and communicate via email. Sort and distribute all inter-school mail and all incoming mail from the post office. Fax documents as requested.
29. Complete surveys as requested.
30. Prepares, completes and submits state and federal reports as assigned.
31. Develop and maintain an up-to-date binder of critical functions of the position so other could perform these functions using the step by step process outlined in the binder.
32. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Serve as a resource person on personnel procedures, rules and regulations.
2. Promote a positive image of the District at all times.
3. Learn, interpret and apply District policies, law, rules and regulations.
4. Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties.

5. Perform highly responsible and complex work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures.
6. Compose correspondences independently.
7. Take notes at meetings and conferences and transcribe into clear and concise reports and minutes.
8. Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
9. Understand and carry out complex oral and written instructions.
10. Use correct English usage, spelling, grammar and punctuation.
11. Use a computer to perform clerical tasks and to maintain records.
12. Perform additional responsibilities as assigned.

#### Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

\*Tests may be administered to determine the extent to which an applicant meets the job description.

1<sup>st</sup> Reading – March 14, 2011

2<sup>nd</sup> Reading – April 11, 2011

Approved – April 11, 2011