

REPORTS TO:	Assistant Superintendent for Human Resources and Superintendent of Schools
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

Perform routine, diversified clerical duties according to established procedures and guidelines to enhance the professional and efficient operation of the Human Resources Office; provide assistance to the Superintendent's Office as needed.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Respond to a wide variety of e-mails, calls, and office visitors to the Human Resources Office for the purpose of providing employment information and/or referring to appropriate personnel.
2. Assist with the preparation and distribution of letters, forms, correspondence, and other materials as needed.
3. Maintain student discipline notices.
4. Process all incoming mail (post office and interschool delivery) for Human Resources Office.
5. Maintain supply of employment applications for all district positions and substitute packets.
6. Assist with preparation of job descriptions.
7. Maintain files for: a) health records, b) evaluation records, and c) employee attendance records (i.e., business requests and excused absences) on all employees.
8. Assist with recordkeeping and filing.
9. Assist with photocopying and distribution of materials such as vacancy announcements, "Staff Reporter," Personnel Directory, Certificated Personnel Handbook, Classified Personnel Handbook, Career Ladder, and other publications.
10. Fax vacancy announcements to colleges/universities and other sources.
11. Post certified vacancies on SuccessLink.
12. Process and maintain background checks for all employees.
13. Process all substitute employee paperwork to include background checks, application for substitute certification, Employment Verification (I-9), and other necessary documents.
14. Schedule and provide SubFinder training workshops and interviews for all eligible substitute teachers.
15. Key data and update information in Keystone and SubFinder on all substitute, Adult and Community Education, AEL/GED, transportation, and extra help personnel.
16. Prepare picture ID badges for all substitute teachers, classified substitutes, and other employees as needed.
17. Prepare and maintain a current substitute list on a weekly basis and distribute to all buildings.
18. Maintain all past substitute records.
19. Process and maintain all employment applications for certified and classified applicants.

20. Schedule applicants for interviews; photocopy and distribute application materials to administrators and/or interview selection committee members.
21. Prepare and send notification letters to unsuccessful applicants that were interviewed.
22. Maintain file of interview schedules with accompanying New Employee Information Sheet, applicant screening sheets, list of applicants interested in position, and other materials.
23. Assist in preparing materials for teacher recruitment and job fairs.
24. Prepare "Letters of Intent" for hourly transportation employees each spring.
25. Assist in maintaining past personnel files on all staff members for easy reference.
26. Prepare and post closed notices for holidays on all administration building outside doors.
27. Maintain employee/student injury reports.
28. Process experience verification forms on past employees.
29. Coordinate placement of student teacher and practicum requests from in-state and out-of-state colleges/universities.
30. Maintain the annual employee evaluation schedules.
31. Assist other personnel for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in business administration, secretarial science, human resources/personnel, or related field preferred.
3. Minimum of five years of increasingly responsible secretarial and administrative experience preferably in a public school district setting.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to work independently with minimum supervision.
11. Ability to use independent judgment and demonstrates initiative to act without being asked.
12. Ability to prepare and maintain accurate files and records.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

 Employee's Signature

 Date

 Supervisor's Signature

 Date