

**WAUNAKEE COMMUNITY SCHOOL DISTRICT**

**ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES**

**Classification Level II**

**Job Description**

**QUALIFICATIONS:**

1. High school graduate or equivalent with 3 to 5 years of administrative assistant experience, preferably in Human Resources.
2. Strong organizational, computer and communication skills.
3. Ability to operate office equipment, such as copier, fax machine, and multi-line phone.
4. Knowledge of software applications currently used in the District, such as e-mail, word processing, Excel spreadsheets, and database management.
5. Ability to assume responsibility, display initiative, and exercise good judgment.
6. Ability to perform duties of a sensitive and confidential nature.

**REPORTS TO:** Director of Human Resources

**GENERAL RESPONSIBILITIES:**

Performs responsibilities necessary to accomplish objectives established by the Director of 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, newspaper ads, HR website, Wisconsin.gov, WECAN and college and university placement offices.
2. Maintain teacher and support staff online job postings via WECAN. 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.
3. Schedule interviews. Prepare and send out interview committee packets. Review closed vacancy folders for completeness and file according to records retention policies.
4. Process criminal background checks on all new employees, coaches, long-terms subs and volunteers.
5. 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.

6. Maintain personnel files. 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.
7. 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.
8. Assist with new hire/beginning of the year orientation activities. Prepare orientation packets. Assemble new employee benefit packets. Assist with sending out beginning of the year staff correspondence. Assist with collection of payroll forms as necessary.
9. 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 Human Resources.
10. Maintain records for teacher, administrator and special education assistant DPI licenses. Notify staff when license will expire. Update records with renewed license information.
11. Prepare and distribute documents/reports including: new staff listing, regular staff listing, confidential address listing, staff calendars, employee guidelines, general correspondence and others as requested.
12. Maintain up-to-date web pages and forms for Human Resources office.
13. Assist with preparation, printing, stuffing and distributing of administrator, teacher and support staff letters of intent. Assist with preparation, printing, stuffing and distributing of administrator, teacher, support staff and co-curricular contracts/wage sheets. Maintain check off list of items returned. Follow up with staff who have not returned items.
14. Send out quarterly staff recognition ballots, submit nominations to committee members, announce winners, update records, order awards, display photo in Board of Education meeting room. Assist with the annual staff recognition banquet preparations. Maintain staff years of service list for recognition purposes.
15. Maintain records for new employee physical exams. Follow-up with staff to complete a physical. Process billing for employee physicals.
16. Maintain staff photo directory for ID badge system and staff photo directory on the WELL. Annually update staff photo jpegs in photo and WELL directories.
17. Notify eligible employees of hepatitis B vaccination offering. Maintain records.
18. Coordinate staff sign up for annual flu shot clinic.

19. Maintain records for CPR/1<sup>st</sup> Aid training/certification.
20. Process Human Resources bills and monthly credit card statement.
21. Approve requisitions for HR department. Place online orders.
22. Complete all employment verifications.
23. Answer telephone, take messages, screen calls, schedule meetings, and communicate via email. Sort and distribute department mail. Fax documents as requested. Order supplies as necessary.
24. Complete surveys as requested.
25. Maintain confidentiality and loyalty to employer.

**OTHER FUNCTIONS:**

1. Perform additional responsibilities as assigned by the Director of Human Resources.
2. Promote a positive image of the District at all times.

Adopted: February 2008

Waunakee Community School District