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**Position:** Human Resources Assistant  
**School/Department:** District Office  
**Reports To:** Senior Director of Human Resources

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**Pay Grade:** 17

### SUMMARY

Under general direction, independently performs complex and varied clerical/secretarial work in the Human Resources.

Position in this classification acts as liaison between the District and the Spanish speaking community regarding District activities and functions. Position is responsible for translating District Communications.

### NATURE AND SCOPE

Monitors workflow to optimize efficiency in the Human Resources Office. Work relations extend to a wide range of contacts including District staff, students, parents and the general public.

### ESSENTIAL TYPES OF DUTIES (Examples)

- Coordinates District Office Human Resources. Coordinates communications regarding school activities, events and timelines to relieve the site or program administrator of routine details. Plan and assist the Director of Human Resources with new employee orientation and other annual meetings such as the Welcome Back and Year-end Celebrations.
- Initiates and maintains records, reconciliations, billings and correspondence for the Human Resources and Education Services Departments. Maintains a variety of files.
- Member of the School District Safety Committee, provide monthly meeting updates to ensure safety procedures are followed.
- Greets visitors, community members, applicants, substitutes, staff or students in person and/or over the telephone, ascertains the nature of business and provides standard information as appropriate. Acts as a resource for parents, teachers and members of the community.
- Prepare mailings, certified mail, etc., job postings distribution, health and welfare packets, employment packets, including substitutes, photocopying/downloading applications, prepare interview packets, photocopying and distributing various HR related forms, newsletters, flyers, etc. testing, scheduling, grading the Spanish tests
- Order Office Supplies
- Assist and/or prepare initial Workers' Compensation insurance claims
- Evaluation Tracking, TB Test Tracking, Online Safety Program
- Attend, set up and work at Job Fairs

- Act as MAA Coordinator
- Takes and transcribes notes for correspondence, reports, bulletins, memoranda, manuals, handbooks, directories and other materials.
- Substitutes data entry
- Reviews and prepares documents for entry of information into electronic human resources data processing systems. Oversees and participates in entry and maintenance of up-to-date-records in the human resources data processing systems. Prints and distributes related reports.
- Processes and maintains accurate records of certificated and classified personnel folders.
- Arranges meetings, includes food and beverage preparation. Notifies participants, prepares materials, transcribes and distributes as directed.
- Handle coordination of emergency drills, district emergency radio
- Health Insurance Benefits: Making sure to make all changes within 30 days, enter KCARES, send to CVT, add in ESCAPE
- Translates IEPS, Superintendent communications, manifestation and expulsion hearings
- Performs related duties and responsibilities as required to accomplish the objectives of the position

## **QUALIFICATIONS**

**Knowledge and Skills:** Bilingual/Biliterate Required. Requires both written and verbal capability must be able to accurately translate written documents in Spanish.

Requires sufficient human relations skills to convey technical concepts to others, to deal with sensitive and confidential information, and to facilitate discussions in individual and small group settings.

Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information in established data entry screens.

**Abilities:** Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to understand and apply district rules, regulations and policies. Requires the ability to learn and interpret policies, procedures, techniques, and complex rules related to Human Resources. Must be able to work well independently and as part of a team. Must have the ability to anticipate and plan future requirements as they relate to multiple law and government regulation changes.

**Physical Abilities:** Position involves standing, walking and sitting for extended periods of time and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires sufficient arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read a variety of materials and view a computer monitor. Sufficient hand/eye coordination and manual dexterity to keyboard at a basic rate (45 wpm); speech and hearing ability to carry on conversations in person and over the phone; and ability to reach and pull materials from files and shelves Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. 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

**Education and Experience:** High School diploma or GED required. Approximately three years of secretarial or accounting experience preferably in a school district or, 2 years of post-secondary education. Supplemental course work in general office skills preferred. Must pass the basic skills test and bilingual proficiency test. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

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Board Approved: 5/26/21