

BOURNE PUBLIC SCHOOLS

EXECUTIVE ASSISTANT FOR HUMAN RESOURCES AND COMMUNICATIONS JOB DESCRIPTION

Reports to: Superintendent and Assistant Superintendent for Learning and Teaching

DESCRIPTION OF BASIC FUNCTIONS & RESPONSIBILITIES: Serves as administrative support and executive assistant to the Superintendent by managing human resource matters including confidential background checks, handling various technical and legal procedures, and performing complex record keeping and filing duties; Assists the Superintendent with an emphasis on communications between and for the Central Office, with school and community organizations, School Committee, public agencies, and other community groups; provisioning for, organizing and scheduling meetings and events involving the Superintendent, Assistant Superintendent and/or the Central Office Conference Room.

Essential Duties and Performance Responsibilities:

1. Perform complex duties as confidential executive assistant to the Superintendent relieving the Superintendent of a variety of administrative details
2. Perform confidential duties including, but not limited to, scheduling School Committee meetings when requested; disseminating School Committee agendas; organizing official minutes of meetings for appropriate review and distribution, and updating and organizing policy for public access. (See 4 below)
3. Perform Human Resources expectations including but not limited to:
 - Ensure a positive and smooth experience for new hires from interviews to assimilation in the Bourne Public Schools
 - Process all Employment Agreements/Contracts
 - Prepare and process hiring packets
 - Coordinate benefits and liaise with the Town Treasurer
 - Post vacancies/job opportunities through various mediums
 - Coordinate, process, and verify CORI, Fingerprint, and employee verification
 - Complete employee verification forms
 - Maintain and process accounting of and application for use of the Medical Bank
 - Process employee request for leave documents, Family Medical Leave Act paperwork and report Workers' Compensation matters to the Town of Bourne Human Resources Director
 - Process centralized substitute calling services for schools and district and maintain accurate digital attendance records of all employees
 - Process building verified weekly payroll for substitutes and tutors for Accounts Payable/Payroll Lead

- Maintain personnel files on behalf of the Superintendent and School Committee
 - Respond to employee and public queries regarding human resource matters and Freedom of Information Act requests
 - Maintain and update licensure and certification information for all staff in the district and assist with MA DESE related licensure process including requests for waivers and expedited licensure requests
4. School Committee Coordination
 - Respond to School Committee requests for information as requested by the Superintendent/Assistant Superintendent
 - Assist the Superintendent and School Committee by identifying problems in the Employee Services area which need to be addressed through collective bargaining, and upon request by gathering data maintained as part of the duties set forth in this job description for use at bargaining
 - Draft, prepare and distribute School Committee and SubCommittee agendas, as well as supplemental materials in preparation of all School Committee and SubCommittee meetings
 - Maintain an electronic file and update the district website for School Committee and Sub Committee meeting agenda, approved minutes and supplementary materials
 - Maintain the School Committee section of the district website including approved School Committee policies, minutes and supporting documents
 - Act as the liaison to Bourne TV and other town departments
 5. Assist with compliance and application with all aspects of IMPACT aid filing, Foundation Reserve filing, EEOC filing, P.L. 874 filings and state reporting
 6. Complete certain statistical sections of federal reports and surveys and prepare complete reports for submissions to the requesting agency
 7. Assist with community outreach to school supportive organizations including the PTA, Bourne Education Foundation and Nye Foundation
 8. Utilize communication tools such as email, website and social media to prepare and send communications as directed by Superintendent/Assistant Superintendent including event promotion, cancellation and emergency announcements
 9. Process all fundraising requests
 10. Prepare draft information for the annual Town Report
 11. Liaison for all utility vendors for the Bourne Public Schools, e.g. gas, electric, water, etc.
 12. Process clerical tasks as required by the Director of Business Services and Accounts Payable/Payroll Lead (e.g. check distribution, filing, supporting bid processes, cost research, vendor relations)
 13. Prepare for meeting/ district events as requested by Central Office administrators, e.g. refreshments, materials, mtg space, etc.; Maintain a digital calendar for the use of the Central Office Conference Room
 14. Report regularly to the Superintendent/Assistant Superintendent on any developments or problems within the district that require his/her awareness or action.
 15. Sort Central Office Mail and serve as a receptionist, answer telephones, and give general information in response to public inquiries

16. Perform other duties as assigned for the purpose of ensuring efficient and effective functioning of the Central Office

Physical Demands:

- Vision - Must be able to prepare and read documents and use a computer and other office equipment on a daily basis.
- Auditory and Verbal Communication - Must be able to communicate effectively and efficiently by telephone and in person with School Committee members, staff, students, parents and the public.
- Physical Abilities - Performing this position requires extended sitting, filing, and use of a computer and other school office equipment.
- Extended Concentration, Excellent Recall Abilities and the Ability to Remain Calm in Stressful Situations - These capabilities are an important part of properly fulfilling the requirements of this position.

Qualifications:

- High School Diploma; at least five years of experience in one or more responsible administrative and/or secretarial positions
- Such alternatives to the above as deemed appropriate by the Superintendent
- Strong computer skills, including familiarity with Microsoft Office and Excel.
- Detailed-oriented and high level of proficiency and accuracy in all duties.
- Strong written and verbal skills
- Ability to process, and appropriately maintain, sensitive, confidential material about employees and students
- Ability to exercise discretion, work independently, and carry out complex assignments with general instructions
- Ability to interact appropriately and in a positive manner with the School Committee, public, staff and students
- Ability to learn and understand District rules and procedures and legal requirements
- Ability to think ahead and anticipate problems and solutions
- Ability to self-motivate
- Ability to work in a team environment and develop cooperative and harmonious workplace relations

Salary: To be negotiated; regionally competitive

Terms of Employment: Employment Agreement, 12 month work year, 52 weeks per year, 8 hours per day; plus one half hour non-paid lunch.

Evaluation: Evaluated annually by the Superintendent and Assistant Superintendent

Adoption Date: 3/30/1987, Revised: 3/1/2004; 11/13/2012, 6/01/2022

Job Description - Job Descriptions