



**YELLOW SPRINGS EXEMPTED VILLAGE SCHOOL DISTRICT**  
*Human Resources Department*

**HUMAN RESOURCES SPECIALIST & EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

**JOB DESCRIPTION**

**Title** HR SPECIALIST & EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

**Reports To** Superintendent

**Job Objective** Serves as human resources specialist and confidential assistant to the superintendent.

**Minimum Qualifications:**

- High school diploma; college degree preferred.
- Administrative-level secretarial work experience.
- Ability to implement office administration principles (i.e., organization, procedures, etc.).
- Excellent technology and data management skills (e.g., software navigation, file organization, tracking/analysis, communication, etc.).
- Versatile writing and editing skills.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.).
- Maintains a record free of criminal violations that prohibit public school employment.

**Preferred Attributes:** Active listening, creative problem solving, and good time management skills.

**Physical Demand Level<sup>1</sup>:** Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing, and using a traditional keyboard.

<sup>1</sup> Abridged U.S. Department of Labor documentation of physical demand characteristics.

**Note:** Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential Duties:**

***Personnel/Human Resources***

- Maintains staff seniority lists/staff salary grid.
- Prepares job postings/classified ads and application files.
- Assembles applicant files. Updates the staff directory.
- Prepares employment contracts.
- Manages the electronic absence management and substitute procurement system (AESOP).
- Provides background check paperwork and documentation (FBI & BCI).



## YELLOW SPRINGS EXEMPTED VILLAGE SCHOOL DISTRICT

*Human Resources Department*

- Maintains evaluation grid for principals.
- Has knowledge of ODE CORE Licensing Verification.
- Works closely with the Treasurer's Department on payroll and employment paperwork; updating of salaries; providing salary notices as required by O.R.C.; and providing beginning of year compliance letters to buildings.
- Keeps PeopleWERKS (HR software system) up-to-date.
- Prepares personnel schedules for board meetings.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.

### **Board of Education**

- Assists Superintendent with Board Policy Updates per NEOLA – attends policy committee meetings and prepares documentation for such, records policy changes, prepares policy updates for NEOLA.
- Sets calendar and sends reminders for board meetings for board members.
- Prepares for board meetings and work sessions.
- Assists Superintendent and Treasurer in preparing board agenda for approval and posting online.
- Prepares board packets and other documents.
- Sets up for and attends evening board meetings.

### **Other General Responsibilities**

- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Identifies work priorities to focus on tasks that require immediate attention.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Helps ensure the accuracy and privacy of confidential information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Consistently performs all aspects of the job. Diligently pursues high quality results.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.
- Keeps current with emergency preparedness and response procedures.



## YELLOW SPRINGS EXEMPTED VILLAGE SCHOOL DISTRICT

*Human Resources Department*

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property: takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Pursues opportunities to enhance job knowledge and skill proficiency.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Other duties as directed by the Superintendent.

**Performance Evaluation:** Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working Conditions:** The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

- **Encounters** with aggressive, angry, rude, or unpleasant individuals.
- **Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.
- **Exposure** to blood-borne pathogens or contagious diseases.
- **Exposure** to severe weather conditions or temperature extremes.
- **Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.
- **Operating** or riding in a vehicle. Working in or near vehicular traffic.
- **Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.
- **Traveling** to meetings and work assignments.
- **Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job



## YELLOW SPRINGS EXEMPTED VILLAGE SCHOOL DISTRICT

*Human Resources Department*

functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.