

## Job Description

<b>Position Title</b>	<b>Human Resource Generalist/Administrative Assistant</b>		
<b>Building</b>	Lincoln Elementary	<b>Department</b>	District Office
<b>Hours</b>	TBD	<b>Supervisor</b>	Superintendent of Schools
<b>Band and Grade</b>		<b>Tools and Equipment</b>	Computer, applicable software, scanning device, camera, calculator, phone, copy machine

<b>Primary Function</b>	Under limited supervision, provides administrative support to the Superintendent and School Board, coordinates the hiring process, coordinates the reporting of workers' compensation claims, edits and prepares the District newsletter, and performs a variety of District-wide services.
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<b>Essential Duties</b>	
<b>1</b>	Answers general questions from employees, staff, and the general public on a variety of topics including Master Agreements, employee handbook, School Board elections and meetings, and District policies and procedures; and directs questions to the appropriate school personnel.
<b>2</b>	Prepares union Master Agreements and administrative contracts based on documentation from the Superintendent, School Board and/or chief union negotiator(s); follows up on items needing clarification.
<b>3</b>	Generates technical and confidential reports and other documents and reviews for accuracy including state and federal reports, student expulsions, crisis plan, and employee handbook.
<b>4</b>	Coordinates the hiring process by notifying union stewards of vacancies; follows contract requirements for posting and advertising vacancies; notifies employees of vacancies; responds to internal and external questions regarding the hiring process; ensures employment recommendation form is completed by hiring manager and the hiring is approved by the School Board.
<b>5</b>	Works with new hires onboarding, background checks, forms, insurances, explains contract and takes new photos for staff badges.
<b>6</b>	Keeps webpage current with staff information, forms, insurance policies, job postings, policies, and school district flow chart, etc.
<b>7</b>	Track those employees that drive GSL vehicle have completed Type III Special Needs and Knowledge quiz and have a current copy of employee's driver's license.
<b>8</b>	Semi-annually processes lane changes for certified staff; continuous maintenance of staff credits for lane changes.
<b>9</b>	Semi-annually processes/submits STAR reporting to the State.
<b>10</b>	Semi-annually issues extra-curricular letters of assignment.

<b>11</b>	Annually maintains staff seniority lists.
<b>12</b>	Annually maintains staff 403(b) eligibility, tier, etc.
<b>13</b>	Annually issues staff contracts/letters of assignment.
<b>14</b>	Annually posts certified staff salaries on teacher qualifications records; adds/deletes.
<b>15</b>	Annually checks for upcoming expiring certified staff licenses; maintains year round.
<b>16</b>	Paid Family Leave Act 2026
<b>17</b>	Family Medical Leave Act
<b>18</b>	Create Annual sign off for employees for Policies and Handbooks.
<b>19</b>	Back up Payroll Coordinator.
<b>20</b>	Backs up District Office employee in preparing bank deposits.
<b>21</b>	Prepares job descriptions for school employees and school district flow chart.
<b>22</b>	Maintains confidential office filing systems such as personnel records.
<b>23</b>	Works with the School Board Policy Committee to ensure District policies are current; reviews MSBA-recommended policies, compares them to District policies, distributes proposed policy changes to administrators and Policy Committee; revises District policies as determined by the Policy Committee for the School Board; makes approved policies available to staff and the public through the District's website.
<b>24</b>	Provides administrative support to the School Board including keeping track of agenda items for School Board meetings; preparing the agenda, comments and consent agenda; collecting enclosure information; distributing agenda packet information to the School Board, administrators, District buildings, news media, and the public. Serves as School Board Clerk by taking minutes, preparing minutes for official Board minute book and publication in legal newspaper; and gathering signatures of appropriate Board members.
<b>25</b>	Types, formats, assembles, composes, and edits various forms of correspondence for the Superintendent and District including memos, letters, e-mails, faxes, confidential documents, parent letters, flyers, and meeting notices. Tracks and files all correspondence.
<b>26</b>	Prepares the annual District newsletter by gathering information, writing articles, editing submitted articles, designing the layout; taking photographs; preparing the newsletter for electronic transmission to the printers; and overseeing distribution
<b>27</b>	Answers phones, helps sorts mail, assists walk-ins, and responds to e-mails.
<b>28</b>	Makes school closing phone calls to parochial principals, radio and TV stations, and records messages on the school closing phone line as directed by the Superintendent.
<b>29</b>	Works with auditors during annual audit.
<b>30</b>	Performs other duties of a similar nature and/or level.

<b>Minimum Qualifications</b>	Associate's Degree in administrative support, business administration, human resources or marketing, three or more years of secretarial experience in a school district, , or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of office principles and procedures.</li> <li>• Knowledge of filing procedures and file maintenance.</li> <li>• Knowledge of business English, punctuation, grammar and spelling.</li> <li>• Knowledge of basic mathematical computations.</li> <li>• Knowledge of basic graphic arts, photography and publication processes.</li> <li>• Knowledge of public relations theories and techniques.</li> <li>• Knowledge of School Board meeting policies and procedures.</li> <li>• Knowledge of recruiting and staffing principles, practices and procedures.</li> <li>• Knowledge of computers and related software applications.</li> <li>• Knowledge of general office equipment.</li> <li>• Knowledge of state and federal laws as related to area of responsibility.</li> <li>• Knowledge of District policies, procedures and services.</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in applying office principles and procedures.</li> <li>• Skill in public relations.</li> <li>• Skill in recording meeting minutes.</li> <li>• Skill in developing newsletters, brochures and other documents.</li> <li>• Skill in locating, interpreting and explaining District policies and procedures.</li> <li>• Skill in using computers and related software applications.</li> <li>• Skill in using general office equipment.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers, School Board members, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>