SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: EXECUTIVE ASSISTANT

DEPARTMENT: Human Resources

QUALIFICATIONS:

1. A minimum of a High School diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful experience as an executive assistant.
4. Excellent computer skills including familiarity with Microsoft Office™ (Word, Excel, etc.).
5. Knowledge of Frontline Education and Alio computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
Human Resource Manager

JOB GOAL:
To efficiently and effectively carry out all office functions for the Human Resource Manager.

PERFORMANCE RESPONSIBILITIES:

1. Works and communicates effectively with administrators, staff at all levels, union representatives, and the public.
2. Assists with recruitment tasks such as posting vacancy notices on job boards (Frontline, CTReap, etc.), reviewing applications, hiring, and following up with candidates.
3. Sends onboarding emails, appointment letters, and new hire instructions to new employees.
4. Assist the Human Resource Manager with day-to-day tasks such as coordinating meetings, preparing correspondence, adhering to deadlines, and any other personnel related matter.
5. Work in conjunction with the payroll department to process all FMLA requests.
6. Maintain confidential records and databases including, but not limited to, Tenure, Certification, District Directory, and staffing.
7. Welcome visitors and screen callers in accordance with established policy.
8. Serve as back up to HR Administrative Assistant as necessary.
9. Perform any other job related responsibilities as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:
Twelve-month work year with salary, benefits, and working conditions established by the Board of Education. This is a non-union position.

EVALUATION:
Performance of the job will be evaluated annually by the Human Resource Manager.

Revised 4-10-96
Revised 4-10-06 Approved 5-11-06
Revised 12-31-24 Approved 2-27-25