SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE 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 administrative 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 assure the smooth and efficient operation of the Human Resource office.

PERFORMANCE RESPONSIBILITIES:

1. Maintain daily substitute list in Frontline Education.
2. Assign substitute personnel as needed.
3. Set up interviews for new substitute personnel.
4. Maintain all applications and records of substitute personnel.
5. Assist newly hired staff in the completion of the necessary administrative forms during the orientation process.
6. Process fingerprints, background checks, and other new hire requirements related to onboarding.
7. Process all Workers' Compensation claims.
8. Serve as back up to HR Executive Assistant as necessary.
9. Perform any other job related responsibilities as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A twelve-month work year

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

Revised 11-01-99
Revised 4-10-06 Approved 5-11-06
Revised 12-31-24 Approved 2-27-25