TITLE: ADMINISTRATIVE ASSISTANT FOR HUMAN RESOURCES

QUALIFICATIONS:

Preferred: Bachelor's Degree in the field of Management: Human Resources, Business, Public Relations Preferred, Accounting AND/OR commiserate experience in management, logistics, office management, accounting, etc.

Technical skills: MS Office proficiency, specifically EXCEL; experience/skills with database use and management; & the ability to quickly learn new software systems

Public relations techniques, interpersonal skills using tact, patience and courtesy, oral, written and social media communication skills

REPORTS TO:

Unit #1 Superintendent
Chief School Business Official

JOB GOAL:

To work with the Superintendent and other staff to provide and maintain the central office services required to manage the school district efficiently and effectively. Under the direction of the Chief School Business Official perform a variety of management and administrative support duties to assist the Chief School Business Official with administrative details.

PERFORMANCE RESPONSIBILITIES:

1. Management of the district's Human Resources operations including:
   - Contract Management duties such as the tracking of College Course Reimbursements, Staff Evaluations (SB7 & Non-Certified), etc
   - Assist the Director of Business Services in the coordination and management of the district accounting system including but not limited to payroll, Federal and State reporting, accounts payable, purchase orders, invoices, and bills
   - Receives and computes all payrolls, making deductions for income tax, retirement, health and medical insurance, and the like
   - Assist with all state records, applications, forms, employee insurance records (including health insurance benefits), employee contracts, personnel files and credentials as required by the Superintendent's Secretary
   - Prepares reports and checks for proper agencies covering all deductions
   - Prepares all tax forms relating to payroll matters
   - Keep records of staff leaves and absences
   - Verifies all amounts before and after checks are processed
   - Assists in compiling information for annual district audit
   - Act as district liaison between employees and health insurance carrier(s)

2. Assist the Superintendent's secretary in the coordination and the management of the day to day operations of the Administrative Office

3. Coordinate office workflow to assure the proper and timely completion of work; train and provide work direction to office personnel as assigned.

4. Other necessary and reasonable duties as assigned by the Superintendent of Schools or designee

TERMS OF EMPLOYMENT: Twelve-month contract with terms and conditions to be determined annually by the Board of Education upon recommendation of the Superintendent. Other benefits and work conditions are as per established Board of Education policies.

EVALUATION: Performance will be evaluated by the Chief School Business Official in accordance with the Board policy on evaluation of noncertified employees.

Approved: April 6, 2022