

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Human Resources Assistant  
**Reports To:** Executive Director of Human Resources

#### **SUMMARY**

Provides administrative support to the Human Resources department, ensuring that teachers and staff have a smooth start and successful career with the District. Responsibilities range from managing certifications and evaluations to processing paperwork and maintaining department resources.

#### **QUALIFICATIONS/REQUIREMENTS**

- High school diploma or its equivalent.
- Bachelor's degree or experience in Human Resources preferred.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office and Google Suites.
- Ability to learn and adapt to new technology systems.
- A detail-oriented and problem-solving approach.
- Ability to maintain confidentiality and handle sensitive information.

#### **ESSENTIAL JOB DUTIES**

- Verify and monitor proper Department of Elementary and Secondary Education (DESE) certifications for all applicable staff.
- Notify and assist staff with renewal or upgrade process for certifications.
- Compile various data and reports relating to Core Data and MOSIS.
- Organize and maintain appropriate filing systems and personnel records for all employees.
- Process pre-employment paperwork and ID badges for new hires and contracted services.
- Compile data for Comparative Data Survey (EdPlus).
- Facilitate name changes across various HR systems.
- Track and report on teacher tenure.
- Process employee drug test results
- Set up and monitor employee performance evaluations.
- Manage department purchase orders, receipts, and reimbursements.
- Coordinate student teacher placement.
- Process employment verification and complete Public School Loan Forgiveness (PSLF) forms as requested.
- Assistant with clerical duties as assigned by the Executive Director of Human Resources.
- Maintain the Driver Drug and Alcohol Clearinghouse.
- Manage catering orders and office supplies.
- Assist the Substitute Technician with the absence management system.

**ESSENTIAL JOB DUTIES (cont'd)**

- Maintain and update the HR web page.
- Answer the phone and greet visitors to the department.
- Keep all Federal and State employment posters up to date in District buildings.
- Submit work orders through Schooldude.
- Prioritize multiple tasks, work effectively under stress, meet short deadlines, take directions, and work independently with minimal supervision.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Executive Director of Human Resources.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy. This is a twelve-month work year.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.