



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Administrative Assistant to Business Services & Human Resources
Department / Location:	District Office
Reports to:	Deputy Superintendent
Employees Supervised:	None
Classification:	Non-exempt
Status:	12-month
Created / Revised:	July 9, 2026

Position Summary

Under the direction of the Deputy Superintendent, the Administrative Assistant to Business Services & Human Resources provides administrative support to District Office departments and acts as the frontline greeter for the Monona Grove School District. The duties of this position require superior customer service skills, ability to create a warm and welcoming environment, as well as excellent organizational skills.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Promote a positive image of the school district by responding to inquiries from diverse constituencies, providing information, referring inquiries or problems to the appropriate office or person, and following up to determine the resolution of the issue.
2. Support communications department with various administrative tasks.
3. Prepare Student and staff badges as needed.
4. Support Human Resources department with various administrative tasks.
5. Manage sensitive and confidential material and use discretion and judgement in handling the information.
6. Perform administrative tasks, including maintaining files, reports, spreadsheets, mail distribution, CESA deliveries/returns and van reservations as needed.
7. Assist with maintaining and updating the District office phone directories.
8. Greet visitors and connect them with appropriate staff.
9. Maintain District Office security procedures.
10. Regular and reliable attendance.

11. Promote a positive and welcoming work environment.
12. Perform other duties as assigned.

Knowledge, Skills and Abilities

1. Ability to act with integrity, professionalism, and confidentiality.
2. Ability to respond to sensitive situations with kindness, empathy and compassion.
3. Ability to self-start in performing responsible, complex administrative assistant and clerical work.
4. Excellent written and oral communication skills.
5. Excellent computer skills.
6. Ability to maintain a high level of confidentiality.
7. Superior customer service skills.

Working Conditions

1. Indoor office environment.
2. School environment.

Physical Requirements

1. Must be able to move about the office.
2. Must be able to remain in a stationary position 80% of the time.
3. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
4. Must be able to converse and exchange accurate information with administrators, staff, and the public.
5. Must be able to review written materials in print and electronic formats.

Education and Experience

1. High school diploma or equivalent required.
2. Education and/or training in human resources or related fields preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.