Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Group: Confidential Manager
FLSA Status: Exempt
Salary: Column E

JOB TITLE: Executive Assistant – Human Resources (Licensed Staff)

REPORTS TO: HR Director

GENERAL DUTIES SUMMARY:

The Executive Assistant to the Human Resources Department provides high-level, confidential administrative support focused on licensed staff functions—including pre-employment processes, licensure verification, salary placement, onboarding, and compliance. This role supports the HR Director and plays a central role in ensuring seamless human resources operations across the district.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Administrative & Executive Support

- Provide executive-level support to the HR Director.
- Manage calendars, coordinate meetings, prepare agendas, and act as the liaison across staff, departments, and external partners.
- Draft, proofread, and send professional communications, reports, and presentations for internal and board-level use.
- Order supplies; assist in monitoring of budget and preparing purchase orders; review daily mail and take appropriate actions.

Pre-Employment Processing & Onboarding

- Coordinate pre-employment screening (background checks, fingerprinting, reference checks), ensuring compliance with district and legal standards.
- Prepare and distribute new hire paperwork, facilitate onboarding, and ensure all licensure and credential documentation is submitted, verified, and maintained.

Position Control

- Maintain accurate position control records for all licensed staff positions.

- Create, update, and reconcile positions in collaboration with Business and Payroll.
- Monitor staffing allocations and budgeted FTE; ensure all positions are authorized, correctly funded, and aligned with district staffing plans.
- Provide regular position control reports to HR leadership and Business for staffing, auditing, and budget forecasting purposes.

Licensure & Credential Management

- Monitor and process licensure applications and renewals for licensed staff, utilizing systems like Educator Licensure Information System (ELIS) or district HRIS tools.
- Maintain license records and proactively alert staff/directors about upcoming deadlines and renewals.

Compensation & Salary Placement

- Calculate and manage salary placements, including steps, range adjustments, and contract issuance.
- Prepare salary recommendations for Board approval and assist with fiscal year-end payroll matters.

HR Records & Data Systems

- Maintain confidential personnel files, licensure documentation, contracts, evaluations, and HR reports.
- Input and update licensed staff data across HR systems—e.g., Skyward, PowerSchool, Applitrack, or equivalent platforms.
- Generate data such as evaluation schedules, seniority lists, board personnel recommendations, and various regulatory reports.

Compliance & Reporting

- Prepare, gather, and respond to public records requests in accordance with district policy.
- Compile and submit annual or periodic reports (state, board, federal as needed).

Project Coordination & Events

- Support HR projects—including staff recognition events, job fairs, training, and labor relations meetings.
- Coordinate logistics and documentation for HR-led committees, board meetings, and department events.

Marginal Duties and Responsibilities:

- Providing backup support to the Classified HR EA or other HR team members during peak times, vacations, or absences.
- Supporting special projects such as policy manual updates, surveys, or training session logistics.
- Assisting with logistics for professional development workshops, orientations, or staff meetings (sign-in sheets, materials, refreshments).
- Updating and maintaining HR web pages, bulletin boards, or informational postings.
- Helping prepare newsletters, flyers, or HR communications for staff distribution.
- Supporting records management projects (e.g., file purges, scanning, archiving).
- Running ad-hoc errands, supply orders, or courier tasks within district sites.
- Other duties as assigned

QUALIFICATIONS:

Minimum:

- Proficiency with HRIS, financial/position control systems, Microsoft Office, and Google Suite.
- Strong analytical skills and ability to reconcile staffing records with budget allocations.
- High attention to detail, accuracy, and organizational ability.
- Excellent written and verbal communication.
- Ability to maintain confidentiality and exercise discretion in sensitive matters.
- Knowledge of employment law, classified bargaining agreements, and district personnel policies.
- Independently compose routine correspondence without supervision.
- Be responsible for the development and maintenance of record keeping and filing systems.
- Show the ability to understand modern bookkeeping principles and practices
- Make independent decisions in accordance with established policies and use initiative and judgment to accomplish tasks and responsibilities with general instructions and guidance.
- Plan, organize and complete work in a timely fashion.
- Uses good judgment, courtesy, and tact when working with the staff or the public and addressing problems effectively.

Preferred:

Education/Training

- Associate's or Bachelor's degree in Human Resources, Business Administration, or related field.
- Completion of coursework or certification in human resources, payroll, or public administration. HR certification (e.g., pHCLE, eHCLE, SHRM-CP or the like).

Experience

- Prior HR experience in a K-12 public school district or educational institution.
- Experience with unionized environments and applying collective bargaining agreements.
- Background in position control, staffing allocations, or budget reconciliation.
- Experience supporting senior-level administrators or executive leaders.

Additional Attributes

- Bilingual or multilingual skills (especially in Spanish or languages widely spoken in the district).
- Familiarity with Oregon licensure requirements, TSPC regulations, and state reporting processes.
- Knowledge of employment law and labor compliance.
- Ability to adapt to changing laws, policies, and district needs while maintaining accuracy and timeliness.

EDUCATION and EXPERIENCE:

High school diploma or equivalent required.
3–5 years of progressively responsible administrative or HR experience, preferably in a school district or public sector setting.
Possess or the ability to obtain HR certification (e.g., pHCLE, eHCLE, SHRM-CP or the like)

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office-based role with frequent interaction across HR, Payroll, Business, and school sites.
- Some off-site work (eg. job fairs) requires frequent interaction and standing.
- Requires extended periods of sitting, data entry, and handling confidential information.
- Climbing up and down step stool, reaching overhead, bending under desks, and twisting from the
- waist
- Lift and move without assistance 5-10 pounds frequently; 10-20 pounds occasionally.
- This is a very busy work environment with constant interruption of assignments by phones or visitors, in a semi-open work area.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Agreement between Tigard-Tualatin School District 23J and the Confidential/Manager group.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____