

## **Position Description – Administrative Assistant to Asst. Superintendent for Personnel**

### **Primary Purpose:**

Assist the Assistant Superintendent for Personnel in all aspects of staffing administrative and instructional staff positions. Provide assistance and support for Executive Manager for Human Resources and Payroll, as required.

**Reports To:** Assistant Superintendent for Personnel

### **Duties & Responsibilities:**

Perform secretarial duties for the Assistant Superintendent for Personnel and, as required, for the Executive Manager for Human Resources & Payroll.

Maintain calendar for assistant superintendent, prepare appropriate correspondence, schedule meetings and interviews, handle phones, file, scan, and receive visitors.

Assist assistant superintendent for personnel in hiring of administrative and instructional staff.

Prepare and maintain all electronic postings for instructional, administrative, and athletic coaching positions for our online applicant system and others, as needed.

Process newly-hired employees; meet with teachers and administrators, and complete all paperwork. Employee files are then scanned into the CEO system.

Process and maintain applications for employment for instructional/administrative positions.

Set up new teacher evaluation form for shared District folders.

Coordinate Principal Insight testing for administrative applicants and teacher perceiver testing for teaching applicants and new hires.

Assemble hire packets for new staff.

Prepare personnel files for long-term electronic storage.

Post and process hiring of annual summer school and SCAMP positions and staff.

Process new teachers, administrators, and graduate assistants (contracts, files, paperwork, CYBORG, KALPA, CEO).

Send letters/emails to administrative applicants/instructional staff who have been interviewed.

Coordinate District job fair.

Assist with organization of teacher recruitment visits. Collect all materials, sort, record scores online, send email regarding online application.

Review and communicate changes or issues with online applicant system.

Assist principals with online application system and searching for applicants.

Monitor, track, and record teacher, social worker, psychologist, occupational and physical therapists, and nurse certificates. Notify staff of expiring certificates.

Prepare changes in employment, i.e., salary, hours, position and building changes, including database changes relating to assignment and education. Prepare administrative and instructional staff terminations and related database changes.

Type labor relations materials, including negotiation proposals and master agreements as required.

Prepare/respond to correspondence concerning professional staff, labor relations, legal issues, and grievances filed by instructional and administrative bargaining groups, as well as unaffiliated staff.

Assist employees with employee-related issues, i.e., salary changes, certificates, etc.

Microfilm and research work records to complete service credit, dates of employment, and salary history for completion of service credit requests and final salary affidavits as requested from the Office of Retirement Services.

Prepare required local and state staffing reports. Assist in completion of REP (Registry of Educational Personnel) reporting twice per year to the Michigan Department of Education (December and June). This includes reporting the status of all teachers and administrators, assignments, work hours, certification, and status for highly qualified.

Respond to email from all applicants (District Employment Website) and distribute to appropriate departments as needed.

Prepare Board actions for all new hires (mini-biographies, including salary step, education level, experience).

Create new forms as needed (online and paper).

Perform applicant searches for area private schools as requested.

Maintain listing of all retiring personnel for annual recognition.

Process requests for teacher references, request for verification for service credit, certificate renewal, or unprofessional conduct.

Monitor temporary leave request usage for teachers.

Record/file/ track university credit/SB-CEU's for administrators to keep certification current.

Assist in tracking teachers to be sure they meet highly qualified, No Child Left Behind, and NCA standards.

Prepare resignation, retirement, and leave of absence letters for all staff.

Prepare and distribute yearly district calendars, holiday memos, mileage, etc.

Attend conferences and workshops as requested.

Participate (approximately 4 times/year) in meetings such as Human Resource Assistants meetings.

Participate in monthly Personnel department meetings.

Participate in Payroll meetings (as required).

Organize Grievance and Litigation files (will eventually scan).

Organize and maintain past contracts.

Cover Central Office front desk/switchboard every other week for one hour and as needed.

Assume other related duties required to maintain department and Central Office efficiency.

Miscellaneous duties as assigned.

**General:**

This position requires a high level of organizational and secretarial skills, including proficiency in word processing and ability to prioritize tasks. Requires high degree of initiative; requires the individual to work independently with minimum supervision. Computer skills and ability to work in a positive manner with a variety of people are essential.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED), and a minimum of one year related experience and/or training. Associate's degree preferred.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

**Mathematical Skills:**

Ability to calculate figures and amounts; ability to compute percentages and to create and interpret graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Other Skills and Abilities:**

Typing test must be passed at 50 words per minute minimum; personal computer skills necessary. Ability to apply knowledge of current research and theory in specific field. Ability to establish/maintain effective working relationships with staff and school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of district requirements and Board of Education policies.

**Physical Demands:**

The physical demands describes 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 essential functions.

While performing the duties of this job, employee is regularly required to sit and talk and hear. Employee frequently is required to walk and reach with hands and arms. The position frequently requires non-stop typing on the computer. The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other staff. Specific vision abilities required include close vision and the ability to adjust focus. Some extended hours are frequently required of the employee.

**Work Environment:**

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently moderate to loud. The employee must work with the public and other staff, continuously meeting multiple demands from several people.

---