

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

April 2009

SECTION I: GENERAL INFORMATION

Position Title: Human Resources Administrative Assistant	Department: Human Resources
Immediate Supervisor's Position Title: Director of Human Resources	FLSA Status: Non-exempt
Band/Grade/Subgrade: C/4/3	Bargaining Unit: Confidential
Job Summary: Under the direction and guidance of the Director of Human Resources, the Administrative Assistant to the HR Director is responsible for providing daily administrative and secretarial assistance and support to the Director of Human Resources. The Administrative Assistant coordinates all office functions associated with the Director of Human Resources and provides support for associated staff.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Processes all employment applications; Administers Applitrack System for online application process.
Percent of Time:	20%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Accepts and processes all job postings from building administrators, including websites, newspapers and other media.• Maintains Applitrack System online application system-including closing open positions, notifying, and purging incomplete applications. Contacting applicants to let them know that their application is incomplete.• Provides general support to applicants going through the online application process.• Distributes job vacancy notices all employees.• Complete annual EEO report.		
Duty/Responsibility No:	2	Statement of duty/responsibility: Administers the AESOP substitute calling system.
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Enters all new employees for groups that utilize the AESOP system. Notifies employees of their User ID and Pin for the AESOP system and sends user guide and Employee Self Service payroll info.• Checks daily report and assist building secretaries as needed in filling positions.		

- Performs routine maintenance of AESOP system.
- Send all substitute employees an updated calendar, pay date sheet and other information at the beginning of each year.

Duty/Responsibility No:	3	Statement of duty/responsibility: Files all criminal background checks with Orange Tree for all regular staff and BCA for all volunteers.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Files an online criminal background check for all employees, substitutes and volunteers. • Notifies all administrators of the results of back ground checks. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Prepares and distributes School Board personnel consent agenda items and school board follow-up information.
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Verifies FTE on Recommendation for Employment forms matches the FTE that was posted. • Distributes Recommendation for Employment forms, resignation letters and leave request letters to appropriate departments. • Compiles all personnel action items needing school board approval. Reviews with HR Director and submits to Superintendent's Office for School Board packets. • Files required leaves with TRA. • Prepares School Board follow up letters that are sent to employees notifying them of School Board action. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Maintains and updates files for personnel records, correspondence, reports, policies, contracts and forms. Tracks employee sick leave and manages HR budget and bill paying procedures.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Maintains personnel record keeping systems for co-curricular assignments, personnel files for all active staff, substitute staff and former employees as per record retention requirements. • Maintains record of current licensure for all teachers, substitutes, nurses and custodians. • Applies for licensure variances or community expert licenses as needed. • Drafts teacher seniority list with updated information as per licensure and assignment advancement of probationary status of licensed staff and submits to Director of Human Resources. • Monitors and tracks employee personal leave information and advises the building administrator/absence secretary when totals approach contracted limits. • Posts sick leave to payroll system. • Processes purchase orders and tracks HR budget. 		

Duty/Responsibility No:	6	Statement of duty/responsibility:
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Percent of Time:	5%	Prepares and processes substitute and co-curricular employee paperwork.
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Determines need to advertise for applicants for substitutes. • Mails payroll paperwork to all substitutes and co-curricular employees. • Distributes payroll paperwork to appropriate departments. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: At least three years of prior directly related work experience				
Required Supervisory Experience:				
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:			
ESSENTIAL SKILLS REQUIRED TO PERFORM THE	Skilled in:			
	<ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, 			

WORK	<p>department heads, officials, and insurance carrier representatives.</p> <ul style="list-style-type: none"> • Applying judgment and discretion in the processing and conduct of application processes and methods within the district in accordance with department operating procedures and licensure requirements. • Updating and maintaining department personnel records and files accountable for. • Computer skills of databases, reports, spreadsheets, documents and correspondence. • Organizational ability. • Maintaining confidentiality. • Ability to work independently with minimal supervision.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Work is performed in a typical school district office setting and is subject to minimal environmental hazards and risks associated with the job. Responsibilities may occasional involve dealing with or being subjected to disagreeable human interactions/contacts when dealing with the public or internal problems/issues.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds	X			
up to 50 pounds	X			

up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History: