**Administrative Assistant/Human Resource Generalist**

Reports to - Superintendent

Provides high-level administrative support to the superintendent and other administrators to ensure accuracy of data and communications necessary to support the management and administration of the District.

**PERFORMANCE RESPONSIBILITIES**

1. Preparing agenda/minutes and all documents necessary for electronic board meetings using emeeting web based system
2. Conducts research on issues and concerns directed to the superintendent’s office and prepares correspondence in response.
3. Maintains communication with the superintendent regarding issues and concerns affecting the District.
4. Drafts correspondence on behalf of the superintendent and other administrators.
5. Transcription of expulsion hearing and employee appeals meetings
6. Coordinating Opening day celebrations
7. Tracking board member required hours and making arrangements for necessary conferences
8. Ensuring yearly updates are processed for Employee and Coaches Handbooks
9. Posting job vacancies in Applitrack, tracking resignations/retirements/non-renewals/hirings, scheduling new hire on-boarding; maintenance of Applitrack on-line employment system.
10. Enter new employees into the MUNIS system.
11. Assist new employees in benefits enrollment and assure compliance with benefits programs.
12. Complete paperwork and enter pertinent data into personnel for all new employees.
13. Create and maintain employee job descriptions
14. Maintain current policies and ensure policy revisions are processed
15. Provide support for Safe Schools, update safety procedures and emergency procedure manuals and attend meetings for same as necessary.
16. Process general office support to include:

* Scheduling appointments for Superintendent
* Preparing press releases
* Maintaining all newspaper ad information
* Preparing requisitions for central office supplies, board member travel, etc. and tracking payment(s) of same
* Processing all background checks and maintaining records of same for employees
* Assistants with travel arrangements, registration and conference fees

17. Coordinate and Facilitate Volunteer/Confidentiality training districtwide

18. Track and confirm all volunteer hours to Superintendent and Principals for school report card

19. Responsible for all aspects of The Raptor Volunteer Management System including implementation, training, reports, updates and technical support

20. Plan and publicize all Title I mandatory meetings for each building and district

21. Create and send all Title I mandated surveys for each school and the district

22. Keep all Title I Parent Involvement paperwork for compliance

23. Performs other duties as assigned by the superintendent

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. Prefer a Bachelor’s Degree in Business Administration or a related field or has five years’ experience in Administrative Supervision.
2. Demonstrates strong verbal and written communication skills with the ability to compose independent correspondence, proofread letters, memos and reports using managerial communication skills.
3. Demonstrates proficiency in a variety of office software, including Outlook, Microsoft Office Suite and ability to maintain office technology proficiently as it evolves.
4. Demonstrates ability to present a positive impression while interacting professionally with a diverse population of staff, students, parents and other members of the community.
5. Demonstrates ability to handle highly confidential matters and materials with discretion.
6. Demonstrates strong analytical problem-solving and organizational skills with acute attention to detail.
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **April 24, 2018**

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee