



Admin Asst 7 / Human Resources

Purpose Statement

The job of Admin Asst 7 / Human Resources is done for the purpose/s of providing a wide variety of confidential administrative and secretarial support to assigned District administrative personnel; coordinating activities of assigned administrative personnel; establishing and maintaining department records; compiling and distributing a wide variety of material and reports; and providing information and/or direction as requested by assigned administrator.

This job reports to Executive Director of Human Resources

Essential Functions

- Attends department and/or in-service meetings for the purpose of gathering and disseminating information.
- Compiles data from a variety of sources (e.g. specialized reports, personnel records, appointments, resignations, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings with licensed employees, etc.) for the purpose of completing activities and/or delivering services in a timely manner.
- Enters certified employee information into the CACTUS System for the State Board of Education; maintains records and processes the TSSP information for the purpose of ensuring payment of qualified teachers.
- Greets individuals entering the office for the purpose of responding to inquiries and providing information.
- Handles all previous employment verifications; works with Employer Advocates and other agencies for the purpose of determining work experience and eligibility.
- Maintains a wide variety of manual and electronic documents, files, and records (e.g. sensitive and confidential employee information, salary schedules, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Meets individually with all new teachers and contracted employees for the purpose of welcoming them and obtaining needed information including appropriate salaries.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. account balances, employee records, salary advancement, licensing, etc.) for the purpose of achieving goals and maintaining accurate and up-to-date employee records.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Posts and assigns user access rights for the Applicant Portal for the purpose of managing the Portal to recruit and hire top quality candidates.
- Prepares organizes, and attends teacher job fairs for the purpose of recruiting high quality teachers.

- Prepares a variety of documents (e.g. correspondence, minutes, forms, reports, contracts, final approval to salary memos, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. employee records, information for Alio, sabbaticals, leaves of absence, letters of intent, employee contracts, etc.) for the purpose of acquiring and/or disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Represents assigned Administrator(s) in his or her absence for the purpose of conveying and/or gathering pertinent information.
- Researches a variety of topics for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. public agencies, employees, applicants, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules various activities (e.g. appointments, committee meetings, new certified employee meetings, conferences, etc.) for the purpose of making necessary arrangements for the specified group and/or assigned administrator.
- Serves as the liaison between universities and principals for the purpose of facilitating the placement of student teachers.
- Supports and manages H1B and Q1Visas; works with and supports administrator and district attorney for the purpose of assisting employees who need to obtain a Visa.
- Supports assigned administrative personnel (e.g. making appointments, answering phone calls, maintaining files, organizing and assimilating data, typing letters and memos, etc.) for the purpose of providing assistance with their functions and responsibilities.
- Works with the Business Office in regards to Teacher Supply money and maintains relevant information for the purpose of determining eligibility for payment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing; customer service; effective listening; guiding others; interpersonal aptitude; managing projects/programs; monitoring activities; office practices; interpersonal aptitude; and planning.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; office practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions; detail oriented; meeting schedules/deadlines; multi-tasking; and reliability.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

District, state, and federal software (i.e. Alio, CACTUS, E-Verify, LiveScan, etc.) Current state licensing regulations/laws

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 7