



Title: Human Resources Administrative Assistant

Department: Human Resources Department

Reports To: Senior Director of Human Resources

FLSA Status: Exempt

Work Year: 12 month

Supervisory Responsibilities: None

DISTRICT 97 EXPECTATIONS

All District 97 employees are expected to:

- Support all aspects of a student's development (social/emotional, academic, physical, artistic expression) through caring and respectful relationships
- Take collective responsibility for providing equitable opportunities and supporting learning environment for students
- Maintain positive relationships with students, parents/guardians, and staff

OTHER SKILLS AND ABILITIES

- Ability to communicate and interact with individuals from varied educations and social backgrounds.
- Ability to work in a confidential business atmosphere.
- Exhibit accomplished office equipment & software skills, e.g., Microsoft office, Google Suit, computers, printers, fax, copiers, and phone system.
- Highly skilled in development and use of complex filing systems, both hard copy and digital database related.
- Ability to work effectively in a constantly changing environment.
- Ability to maintain a cooperative nature under stressful business situations.
- Ability to work effectively with computer word processing, spreadsheets, graphic and other applicable software applications.
- Possess an above average ability to relate individuals to names and situations.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative support to the HR Managers and Senior Director of Human Resources
- Send timely follow up letters to all staff members involved in personnel actions approved by the Board of Education.
- Assist in planning of regular meetings of the Human Resources Department and serve actively to improve communication, cooperation, and planning.
- Provide necessary processing and information for issuance and renewal of state certificates.
- Assume administrative responsibility for routine duties of the Human Resources department including approving mileage & submitting time off submissions of staff members to the Senior Director of Human Resources.
- Assist the Director during Collective Bargaining Negotiations by gathering and assembling confidential information.
- Maintain a system for personnel records for all employees to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leaves, promotion, and all other actions.
- Other duties may be assigned by the Senior Director of Human Resources for Human Resources.



PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking, standing, climbing stairs				X
Seeing - Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.				X
Hearing				X
Speaking				X
Lifting/carrying objects weighing 5-25 lbs.			X	
Lifting/carrying objects weighing over 20 lbs.	X			
Pushing/pulling carts, dollies, etc.	X			
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.			X	
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X



Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature

Date