

Category: Non-Union
Location: General Fund
Revised/Reviewed: 11/06/2019
Adopted: _____

**DIISD BOARD OF EDUCATION
JOB DESCRIPTION**

Title: Data Management/**Human Resources Assistant**

Report to: Director of Finance

Length of Contract: 260 Days, 12 Months

Employment Status: Non-Union, Non-Exempt

Qualifications:

1. Associate Degree in business, technology, **or related field**
2. Effective communication skills
3. Good interpersonal skills
4. Proficient in standard office equipment and word processing and spreadsheet applications and efficient use of current office technology
5. Excellent organizational skills
6. Knowledge of basic conference room technology preferred
7. Driving may be necessary for this position which would require a valid driver's license.

General Description: The role of the data management position is to provide quality services to the DIISD and work effectively with all constituents of the DIISD.

Essential Functions:

1. Assist Technology Department with ITV setup for meetings and conferences along with the setup and cleanup of conference room including daily clean-up of kitchen.
2. Assist Director of Finance with human resource function (if requested) including, but not limited to posting internal/external job postings, and preparation of interview applicant grid.
3. Provide scanning of documents to all Departments and Local Districts when requested.
4. Be backup for Superintendent Secretary with regards to setting up for monthly board meetings, any special board meetings, and committee meetings.
5. Perform printing and distribution of employee badges and inactivate employee badges that are no longer employed with the

DIISD.

6. Main office receptionist.
7. Answer telephone in a friendly, courteous manner.
8. Post Departmental information to the electronic outside sign and inside message board and ensure that the information is updated as needed.
9. Contact Departments on a regular basis to receive and showcase student projects located in the main lobby in the display case.
10. Process and maintain monthly Medicaid billing and correspondence for ISD(s) and local districts.
11. Maintain confidentiality with respect to position and student records.
12. Able to work and communicate effectively with students, parents, staff, schools and community constituents.
13. Able to effectively take direction, as well as, work independently and as a member of a team.
14. Must have regular and reliable attendance.
15. Update online budget transparency monthly with information provided by the Business Office.
16. Assist Director of Finance in completing the annual ~~MAER report~~ **Facilities Settlement reporting.**
17. Must have regular and reliable attendance.
18. Other similar duties as assigned.

Other Duties and Responsibilities:

1. Serve as a positive role model for DIISD constituents demonstrating how to be a responsible citizen and productive member of society.
2. Adhere to the DIISD Code of Ethics.
3. Ability to carry out other associated duties as assigned by administration.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluid, and tissue.
2. With reimbursement, may be required to use personal vehicle to perform job related functions.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Dickinson-Iron Intermediate School District By-Laws and Policies, which are available online at the DIISD website at www.diisd.org. These are also housed in the Superintendent and Departmental Offices, during normal business hours.

Signature of Staff Member

Date