

**TITLE           Administrative Assistant – Human Resources**

- QUALIFICATIONS**
1. Must have not less than a high school diploma or general equivalency diploma;
  2. Must have at least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
  3. Must have technology skills – proficient with Microsoft Office; and
  4. Must meet health and physical requirements.

**JOB GOAL**           To prepare, transcribe, systemize, and preserve written communications and records and assist school system facilities in regard to human resources issues and reports.

**ESSENTIAL FUNCTIONS**

Personnel -

1. Perform general clerical duties associated with human resources including, but not limited to:
  - corresponding;
  - copying;
  - filing;
  - clerical tasks;
  - maintaining personnel files; and
  - proof-reading.
2. Maintain up-to-date listings and files of applicants (support and certified) for the school system.
3. Maintain files of current employees for the school system as well as inactive files.
4. Monitor public viewing of employee personnel files.
5. Maintain personnel list of school system employees including: place employed, position held, initial date of employment, demographic information, change of address, name change, etc. notifying Finance Office of changes.
6. Notify the Tennessee Consolidated Retirement System with name changes; address changes, etc. for all school system employees, as needed.
7. Update personnel list in regard to transfers, leaves of absence, resignations, etc.; forward the applicable information as needed.
8. Attend Teacher Recruitment Fairs, recruiting teachers for the school system.
9. Assist principals/supervisors with filling vacant positions including, but not limited to, providing phone numbers, copying applications, and contacting applicants.
10. Contact surrounding school systems in regard to seeking viable applicants for licensed certified vacancies.
11. Assist with posting jobs at universities, on the web, and in newspapers.
12. Prepare monthly Personnel Report for the Director to submit to Board Members.
13. Prepare personnel letters and correspondence for all school system employees, including School Nutrition.
14. Arrange and prepare paperwork for new employees to be fingerprinted.
15. Arrange and prepare paperwork for all Pre-Employment drug screens.
16. Request check from Finance Office and send fingerprint cards off to TBI for processing.
17. Receive criminal history checks from TBI and FBI.
18. Maintain separate files of criminal history checks on active and inactive employees.
19. E-mail the name, date of birth, and Social Security number of all new employee's to the Department of Children's Services, Tennessee Department of Health Abuse Registry, and National Sex Offender Registry to be cross-referenced in their databases.

20. Generate individual evaluation forms for all support employees annual evaluations, distribute evaluations to schools, collect evaluations, and file evaluations in personnel files.
21. Assist with New Teacher In-service as needed including generating sign-in sheets.
22. Assist with County-Wide Teacher In-service as needed including generating sign-in sheets, assisting teachers, and distributing session materials.
23. Complete verification of employment documents (verbal and written) and secure approval from Supervisor – Human Resources.
24. Assist in completing verification of health insurance (i.e. Tenn-Care) for employees and secure approval from Supervisor – Human Resources.
25. Assist with the annual *Terms of Employment*:
  - complete mail merge;
  - print, sort, and alphabetize *Terms of Employment* for the different staffs; and
  - maintain applicable notebooks.
26. Complete paperwork in regard to unemployment claims, when needed.
27. Purchase, schedule, prepare, administer, and document the ParaPro Assessment to educational assistants in regard to the employee becoming “Highly Qualified”.

#### Health -

1. Responsible for sending and receiving physical forms for all new employees including ESP and Preschool.
2. Maintain employee health files for all employees.
3. Provide verification of current physical forms for ESP and Preschool in regard to audit purposes.
4. Prepare and send letters and documentation regarding FML to all applicable employees.
5. Maintain annual roster of employees in regard to FML.
6. Coordinate Hepatitis B Vaccines for new employees including:
  - Send information regarding Hepatitis B to all new employees along with roster and sign-up sheet;
  - Contact STRHS and make arrangements for new employees to receive Hepatitis B vaccine and titer;
  - Send memo to employees who are signed up to receive the vaccine with date and time;
  - Complete paperwork for STRHS for all employees including date of birth, social security number, date of vaccine, and lot number of vaccine;
  - Schedule make-up day;
  - Coordinate date of titer with STRHS; and
  - Send payment request to the Finance Office for Hepatitis B vaccines and titers.

#### Public Relations -

1. Gather data and compile demographic information for School System Brochure and website.
2. Assist in coordinating the Employees’ Reception for all employees including:
  - Compiling information regarding teachers with various years of experience, retiring teachers, tenured teachers, etc.;
  - Make certificates;
  - Order pins, awards, etc.;
  - Prepare programs;
  - Decorate; and
  - Clean up.
3. Assist people/agencies/companies (Chamber of Commerce, Franklin County Retired Teachers Association, other school systems, etc.) with information pertaining to the school system.

#### Reports -

Assist and compile information for the following reports:

- Annual Census Reports
- U.S. Department of Labor Reports – monthly and yearly
- Kindergarten Immunization Report
- Annual Data and Compliance Report – Health Care Procedures

- Annual Necrology Report
- Quarterly Environmental and Conservation Report

General -

1. Compile, scan, and file paperwork regarding field trips and fundraisers.
2. Assist with travel arrangements, meetings, and accommodations for the Supervisor – Human Resources.
3. Assist with Board Meetings as needed.
4. Enters data (including work hours) for transportation employees weekly on Siesta software; create and distribute employee time sheets as needed.
5. Works with Siesta software – adding, deleting and editing records of employees.
6. Prepare, sort by individual schools/facilities, and distribute Activity Cards to employees.
7. Assist Attendance regarding School Messenger and Skyward.
8. Screen calls, take messages, and maintain calendar for the Supervisor – Human Resources, as needed.
9. Receive from individual schools: all end-of-the-year reports, inventories, textbook information, and monies owed.
10. Compile reports and necessary information in regard to the end of the school year and end of the school year functions.
11. Assist with creating, copying, and compiling forms for schools to distribute to parents at the beginning of the school year.
12. Assist with the preparation of the employee handbook.
13. Collect the number of actual students at each school at the beginning of every school year and forwards to the Supervisor – Human Resources.
14. Assist with ensuring that all School Support Organizations are in compliance by communicating with each organization, gathering and maintaining annual paperwork.
15. Assist the Supervisor – Transportation, Safety, and Facilities with athletics in regard to keeping paperwork on all coaches, both volunteer and paid, ensuring that Volunteer Forms and Code of Ethics are complete and all background checks are up to date.
16. Assist the Supervisor – Transportation, Safety, and Facilities with athletics in regard to gathering and compiling student athlete rosters from each school; generating a list of students for random drug testing, and working with the agency in scheduling a date for student-athlete drug tests; accessing and review test results, forwarding the results to the Supervisor of Transportation and Facilities.
17. Assist the Supervisor - Transportation, Safety, and Facilities with athletics in regard to maintaining a list of students who have tested positive.
18. Assist with answering telephones, when needed.
19. Assist with creating schedule for coverage during vacations or illness of receptionist.
20. Purchase and maintain supplies for Central Office.
21. Coordinate the copy paper orders for each school/facility and maintain the appropriate log.
22. Assist school personnel with locating information pertinent to their school on the network.
23. Assist school administrators, secretaries, teachers, and support employees with questions pertinent information and procedures pertaining to their schools and/or individual jobs.
24. Maintain a yearly notebook of Budget Expenditures.
25. Maintain the Fixed Assets and Inventory Log for the office.
26. Perform other related duties as deemed necessary by the Supervisor – Human Resources and Director of Schools.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing

3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good interpersonal skills.
6. Excellent organizational skills.
7. Proficient in written and verbal communications.
8. Proficient in typing and proofreading skills.
9. Respect of confidentiality of information.
10. Ability to use time wisely.
11. Represents the organization in a positive manner.
12. Proficient computer skills preferable.
13. Enthusiasm

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.

7. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Normal working environment.

Typical work hours are from 8:00 am through 4:00 pm.

May not always have privacy or a quiet place to work.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.