

Monticello Public Schools
ISD #882
JOB DESCRIPTION

**Position Title: Administrative Assistant
to the Assistant Superintendent**

Department: District Office Personnel

Exempt Status: Non-Exempt

Reports To: Assistant Superintendent

Date: May 4, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Provide knowledgeable and professional Human Resources administrative services to administrators, staff and community in an efficient and timely manner so that the overall district educational objectives may be achieved. Responsible for providing direct support to the Assistant Superintendent in order to assure the smooth and efficient operation of the school district and Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

45% Human Resources Services

- A. Manages District applicant tracking software (AppliTrack) and stays abreast of software enhancements.
- B. Provides expertise and support for staff on the use of applicant tracking software.
- C. Manages the postings of all District positions internally and on Applicant Tracking.
- D. Communicates with applicants regarding the application process.
- E. Assists with scheduling and preparing for position interviews, as needed.
- F. Understands the Minnesota Department of Education Licensure and tracks/monitors staff licensure requirements.
- G. Manages the automated interactive substitute calling system Absence Management (AESOP) including monitoring daily activities and maintaining accurate staffing assignments.
- H. Provides expertise and support for staff using the substitute calling system Absence Management (AESOP). Troubleshoots system problems with District and AESOP technical staff.
- I. Processes background check consent forms for employees and volunteers and maintains files.
- J. Processes all new employees and substitute employees personnel/payroll requirements. Communicates new employee hire information to School Board for approval.
- K. Maintains District STAR reporting to Minnesota Department of Education.
- L. Assists and maintains the current job descriptions and review process.
- M. Processes updates to employee and union district contract agreements.
- N. Updates and maintains the District evaluation plans/rubrics and organizes documents for staff.

15% Programs and Projects

- A. Assist with preparation and coordination of Staff Recognition Program, Employee Benefit Fair, district van training, and student teaching/field experience student program and contracts, district employee handbook, and projects as needed.

10% Office/Administrative Support

- A. Answer and/or direct phone calls.
- B. Handle incoming and outgoing mail.
- C. Process confidential information as directed by Assistant Superintendent.
- D. Photocopy, fax and scan material as needed.
- E. Maintain office equipment by trouble shooting minor mechanical problems.
- F. Set up general office files and maintain information.
- G. Manage daily office operations such as:
 - Coordinate deadlines and mailings.
 - Coordinate office projects to assure completion and deadlines met.
 - Coordinate scheduling of work.
- H. Schedule administrator and/or supervisor meetings, arrange location and prepare materials.
- I. Make travel and workshop arrangements.

10% Data Entry/Spreadsheets

- A. Enter, retrieve, verify, import/export data, correct and track data.
- B. Create spreadsheets with formulas, calculations and templates.
- C. Responsible for data base management.
- D. Prepare adhoc reports.
- E. Develop and maintain District/Human Resources web pages.
- F. Create surveys and collect survey data for district information.
- G. Maintain district seniority list, years of service, and staff directory.
- H. Manipulate the exporting and/or importing integration of data from multiple sources, to construct reports, as directed by the supervising administrator.

10% Written and Verbal Communication

- A. Proofread and review written communications.
- B. Compose correspondence for employee/community business letters for approval by supervisor/administrator.
- C. Create new forms for gathering information.
- D. Interaction with staff and community.

5% Backup Support

- A. Departmental and building coverage back-up support.

4% Work Direction/Training

- A. Assist in the communication for administrator between agencies, staff, and community.
- B. Assist in the training of others.

1% Professional Development

- A. Attend meetings, in-services and workshops as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent required.
- Minimum two (2) year college degree preferred.
- Related course work preferred.

Experience:

- Previous office experience required.
- Experience in school district setting preferred.

Essential Skills Required to Perform the Work:

- Knowledge of office practices.
- Knowledge of computer programs/data processing.
- Knowledge of data management.
- General clerical skills.
- Proficiency in operating computer hardware and software applications.
- Working knowledge of building/department programs.
- Good human relations skills.
- Ability to communicate effectively.
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.
- Office organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position requires regular periods of sitting at computer.
- Position involves occasional stooping.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent fingering keys on word processing equipment and 10 key calculators.
- Position involves occasionally lifting up to 25 pounds.
- Position involves listening, speaking clearly and visual activity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires basic proficiency in technology.
- Position requires multiple tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.
- Position involves exercising confidentiality in handling School District information.

- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

Working Conditions:

- Normal office conditions.
- May travel during work schedule.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Ensures daily office operation runs efficiently and smoothly.
- Maintains accuracy and up-to-date records to help ensure that the department properly meets the needs of the state, parents, students and staff.
- Maintains confidentiality, security, and accuracy regarding all students' records.
- Contributes to the effective and efficient operation of the office.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.