

Confidential Secretary - Human Resources

JOB DESCRIPTION

TITLE

Confidential Secretary – Human Resources

QUALIFICATIONS

- High school graduate, college credits preferred
- Thorough familiarity with key computer programs, such as Word, Excel and Lotus
- Demonstrated ability to work independently
- Demonstrated tact and ability to communicate with staff and community, particularly under pressure

REPORTS TO

Assistant Superintendent for Administration and Coordinator of Human Resources

JOB GOAL(S)

To provide professional assistance as a team member in the smooth and efficient operation of the Office of Human Resources and the processing of confidential personnel matters with the utmost discretion.

TERMS OF EMPLOYMENT

12 Months, 1.0 FTE, Full Benefits

Salary to be determined by the Board

PRIMARY RESPONSIBILITIES

- Assume direct responsibility for the tasks assigned by the Assistant Superintendent for Administration and the Coordinator of Human Resources.
- Engage in professional development training opportunities relevant to the duties of the Confidential Secretary at the direction of the Assistant Superintendent for Administration and the Coordinator of Human Resources.
- Assume responsibility for other members of the Office of Human Resources in their absence (cross-training as an essential aspect of the Confidential Secretary for the Office of Human Resources).

SPECIFIC DIRECT & INDIRECT RESPONSIBILITIES

- Tuition reimbursement – review tuition requests, ensure that paperwork is accurate and in order, prepare purchase orders for reimbursement.
- Health Benefits, COBRA
- Student teacher placement
- Substitute teacher resolutions
- Collect organize and distribute resumes
- Processing of substitute teachers
- Data entry of new employees and updating of all system records
- Prepare and distribute new and updated employee contracts
- Prepare various staffing reports for district, county and state
- Maintenance of employee personnel files including mandated forms (criminal clearance, health examination, Mantoux/TB test, etc.)
- Monitor staff evaluation records
- Advertise and post all vacancies
- Leaves of absence