

USD 313 ADMINISTRATIVE SUPPORT STAFF

JOB DESCRIPTION

POSITION TITLE: **HUMAN RESOURCES CLERK**

SUPERVISOR: Business Manager

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Computer skills
3. Strong customer service orientation
4. Excellent verbal and written communication skills, including electronic formats
5. Detail oriented
6. Must possess respect for confidentiality
7. Working knowledge of office equipment
8. Positive attitude toward learning new skills and desire to continue career improvement

ESSENTIAL FUNCTIONS:

1. Manage on-line application software and post open positions online.
2. Upon administrative recommendation, make formal job offers, request documentation, answer initial questions. Collect transcripts, certificates and send employee verification paperwork.
3. Manage the district onboarding system, keeping forms and processes up to date and making sure each step is completed in a timely manner by district staff.
4. Participate in the onboarding process of new certified and classified personnel to be sure that all HR paperwork is properly explained and completed.
5. Maintain certified/classified personnel files for the purpose of keeping the records up to date and in compliance with regulations.
6. Assist with processing new substitute teachers, maintaining files with valid licensure for all substitutes for the purpose of keeping the records up to date and in compliance with regulations.
7. Assist with the maintenance of Aesop, managing substitute teacher records and teacher requests for substitutes, providing qualified substitutes to buildings in a timely manner.
8. Generate monthly reports from Aesop detailing teacher absences, reasons, and substitute teachers used for use in maintaining accurate benefits records and providing accurate information for payroll.
9. Update and maintain the Substitute and Classified Staff Handbooks in order to have the most current information distributed each year.
10. Maintain job descriptions for certified and classified positions in the district to promote clear work expectations.
11. Process administrator, certified, classified, and supplemental contracts to account for employee responsibilities and pay.
12. Maintain records of certified personnel college hours over degree and regular education para – professional education for movement on the pay scale so salaries are accurately calculated.
13. Maintain records of classified employee evaluations and send out memos to supervisors notifying them of evaluation due dates to ensure that employees are working effectively and cooperatively within their work environment.
14. Maintain staff years of service for yearly awards and retiree recognition.
15. Maintain and update the Key Card access program, providing accurate access to buildings.
16. Provide an identification badge for all employees.
17. Maintain Daily Logs from each school in order to keep accurate daily counts of each school day.
18. Serve as an administrative member of the District IBB negotiations team.
19. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

20. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires prolonged sitting and use of equipment including repetitive motions and computer eye fatigue.
3. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 8/8/2016