

**Roswell Independent School District
Job Description**

Job Title: ADMINISTRATIVE SECRETARY TO THE ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES & DIRECTOR OF HUMAN RESOURCES

Reports To: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES & DIRECTOR OF HUMAN RESOURCES

General Job Description:

Under indirect supervision, assist both the Asst. Supt. for Human Resources and the Director of Human Resources with general office duties, creation of specific HR reports, and distribution of Board Policy updates/revisions and assist in all HR duties.

Essential Duties and Responsibilities:

1. Perform general office duties, i.e. keyboarding, taking and routing telephone calls, set appoints; process leave forms.
2. Assist with New Teacher Orientation.
3. Assist with observation/student teacher placement.
4. Takes applications for Career Ladder program and placement for each semester.
5. Receive and research complaints and refer to the appropriate individual.
6. Revise, format and disseminate approved board policies to district work sites.
7. Coordinate and collect a variety of District mandatory documents/materials, i.e. employee's evaluations, professional development plans from supervisor/principals including updates to Assistant Superintendent for HR.
8. Coordinate and provide routine and specially designed reports for Asst. Supt. for HR and Director for HR.
9. Accept licensure applications to submit to the NM Public Education Department; assist with process background reports which require review and approval/disapproval by the Assistant Superintendent for HR.
10. Process District Volunteer applicants including application, finger prints, background report, and notifying principals when volunteer is clear to be in buildings.
11. Assist Assistant Superintendent for HR in a confidential capacity in the preparation for collective bargaining to include data gathering, preparation of proposals, and arrangements for bargaining meetings.
12. Send annual notices to District employees relative to expiring NM PEP license(s); includes sending notices, answering employee questions, processing applications following approval for renewal, etc.
13. Assist HR Director and Substitute Specialist in planning and executing annual substitute meetings including developing and sending notices to District substitutes.
14. Assist in updating substitute and Human Resources handbooks working with HR Director, Assistant Superintendent for HR, and printers (venders), including obtaining quotes and following purchasing procedures.
15. Collect information requested from the HR office, i.e. EEOC complaints, subpoenas, review of public information, etc. for review by the Assistant Superintendent for HR.
16. Maintain office files for Asst. Supt. for HR; make travel arrangements; make appointments, schedule meetings.
17. Assist HR Benefit Specialist relative to FMLA process and Sick Leave Bank process.
18. Assist HR Director with the BPA/DECA student hiring process, including coordination with AESC departments to assure the established process is followed.
19. Assist Application Specialist coordinate interview process with principals, including scheduling location and time, interview packets, etc.
20. Put new certified employees into **(Teachscape)**, *(the current teacher evaluation program. This program could change with other current technology programs/changes as needed)* assist with questions about the current teacher evaluation process; email Assistant Superintendent for HR to assign evaluator on the current teacher evaluation process.
21. Annually send out reminders regarding Mandatory videos; track video forms; send reminders about missing forms.
22. Send reminder notices to principals/administrators when evaluations are due; track evaluations.
23. Assist with registering new employees State/Federal Background Checks.
24. Maintain confidentiality in sensitive matters.
25. Maintain accurate and detailed records.
26. Work independently with very little supervision.

ADMINISTRATIVE SECRETARY TO THE ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES & DIRECTOR OF HUMAN RESOURCES (CONT'D)

- 27. Be flexible and able to prioritize tasks.
- 28. Back up duties include posting District vacancies, new employee paperwork, new employee insurance, ID badges, switchboard/receptionist, and issue student work permits.
- 29. Knowledge of computer systems, including data bases and word processing programs.
- 30. Personal and professional task management through the use of technology.
- 31. Maintain knowledge of law affecting HR management.
- 32. Perform notary public duties as needed.
- 33. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
- 34. Report to work on time and work no less than 7 hours per day.
- 35. Work independently with very little supervision.
- 36. Ability to deescalate staff; listening/visiting with staff about their concerns prior to staff meeting with administrators.
- 37. May be required to perform other related duties/functions as assigned by your supervisor(s).

Supervisory Responsibilities:

Student workers

Qualifications:

- 1. High School diploma or GED plus college hours preferred.
- 2. Two to three years of work experience in an administrative clerical position; one year experience in Human Resources preferred.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date