

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description

Administrative Assistant to the Assistant Superintendent for Personnel and Planning

Purpose:

The job of Administrative Assistant to the Assistant Superintendent for Personnel and Planning was established for the purpose(s) of providing a wide variety of complex and confidential administrative and secretarial support; providing information to employees regarding policies, regulations and negotiated language; addressing a variety of issues and/or provide general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

Essential Functions:

- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing the necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Maintains manual and electronic documents, files and records (e.g. labor contracts, vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Prepares a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, fingerprinting reports, personnel board agenda, etc.) for the purpose of providing documentation and information to others.
- Monitors a wide variety of activities on behalf of assigned administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Coordinates personnel record keeping procedures (e.g. recruiting, hiring, placing and promoting personnel) for the purpose of ensuring compliance with established guidelines.
- Prepares a wide variety of reports, documents, correspondences of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees complete all required paperwork and receive information on current practices and Board policies.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning ad/or responding to requests.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the assigned administrator.
- Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Other Functions:

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Participates in training for the purpose of updating skills as changes occur in District software.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent job related software applications; preparing and maintaining accurate records; and planning and managing projects.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation to write routine reports and correspondence; and office methods and practices.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information; reading and interpreting documents; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Performance Responsibilities:

- Performs all secretarial duties associated with the effective performance of the duties of Assistant Superintendent for Personnel and Planning including:
 - Process incoming correspondences and prepares outgoing correspondence, reports, and notices as directed
 - Place and receive telephone calls and record messages
 - Maintain a regular filing system (manual and electronic)
 - Order and maintain supplies, subscriptions, memberships, etc. as needed
 - Schedule appointments and meetings
 - Prepare registration and travel arrangements for the Department of Personnel and Planning work team
- Generates and processes personnel and administrative state/county and federal reports
- Maintains records of continuing education cycles for teaching personnel. Computes teachers' and educational support personnel salaries and increments, monitoring all transcripts for additional graduate coursework submitted by teachers for salary lane movement
- Prepares and distributes all employment contracts for administrators and teachers. Distributes annual salary statements for teachers and employment letters for other district personnel
- Prepares Personnel Reports for Board of Education meetings including legal documents for RIF/non-renewal of contracts, terminations, hearings, etc..
- Maintains manual records and electronic databases of job-share and leave of absence information
- Input all new employee information into the Personnel Department database
- Coordinate annual update/rollover of Personnel Department database at the start of each fiscal year
- Collaborate with the Payroll Manager to export all necessary information for employee compensation
- Maintains tenure/non-tenure status data base
- Works with new employees to process all new employee paperwork (e.g. W-4, I-9, Criminal Checks, etc.)
- Ensures that all new certificated employees have submitted all fo the required paperwork in a timely manner

- Verifies all previous employment for newly hired teachers
- Processes all fingerprint background check results for the school district
- Processes status of all employees, communicating same to payroll, benefits and the Board of Education
- Completes all salary surveys sent to the school district
- Maintains all seniority lists for the school district
- Distributes forms and coordinates reports necessary for personnel matters to all building locations in the district
- Communicates with employees concerning salaries and various matters pertaining to terms of employment
- Reviews personnel files with employees upon request while maintaining proper security and confidentiality
- Assists with creation, editing, and proofreading Department of Personnel materials
- Verifies and records credit card statements for the Personnel Department
- Maintains records of budget accounts for the Personnel Department
- Maintain and coordinate revision of various handbooks, brochures and forms on an annual bases
- Performs such other duties as may be directed by the Assistant Superintendent for Personnel and Planning

Education and/or Experience:

- High School diploma required and an Associates Degree required and a Bachelor's Degree preferred.
- One to three years previous office work experience preferably in the human resources field.
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint.
- Use of computers, PC and Mac, copiers, fax machines, laminating equipment, and other office equipment.
- Must be able to pass a typing test at 55 words per minute.

FLSA Status: Non-Exempt

Employee Group: SASP

Work Year: Twelve Months

Reports to: Assistant Superintendent for Personnel and Planning

PHYSICAL DEMANDS

Strength and Endurance

| | |
|----------|----------------------------|
| Lifting | Occasional – less than 33% |
| Carrying | Occasional – less than 33% |
| Pushing | Occasional – less than 33% |
| Pulling | Occasional – less than 33% |

Mobility

| | |
|----------|-----|
| Standing | 5% |
| Walking | 5% |
| Sitting | 90% |

Coordination

| | |
|-----------|-----------------------|
| Stooping | Seldom – less than 5% |
| Kneeling | Seldom – less than 5% |
| Crouching | Seldom – less than 5% |
| Crawling | Seldom – less than 5% |

Upper Extremity

| | |
|-----------|--------------------------|
| Reaching | Constant – more than 66% |
| Handling | Constant – more than 66% |
| Fingering | Constant – more than 66% |
| Feeling | Constant – more than 66% |

Climbing and Balancing

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|-----------|-----------------------|
| Climbing | Seldom – less than 5% |
| Balancing | Seldom – less than 5% |

Sensory – Talking

| | |
|----------|--------------------------|
| Ordinary | Constant – more than 66% |
|----------|--------------------------|

Sensory – Hearing

| | |
|--------------|--------------------------|
| Conversation | Constant – more than 66% |
| Other Sounds | Constant – more than 66% |

Sensory –Vision

| | |
|------------------|--------------------------|
| Acuity – Near | Constant – more than 66% |
| Acuity – Far | Frequent – less than 66% |
| Depth Perception | Constant – more than 66% |
| Color Vision | Constant – more than 66% |
| Field of Vision | Constant – more than 66% |

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

| | |
|--------------|-----------------------|
| Extreme Cold | Seldom – less than 5% |
| Extreme Heat | Seldom – less than 5% |
| Wet/Humid | Seldom – less than 5% |

Noise and Vibration

| | |
|-----------|--------------------------|
| Noise | Constant – more than 66% |
| Vibration | Seldom – less than 5% |

Hazards

| | |
|--------------------|-----------------------|
| Mechanical | Seldom – less than 5% |
| Explosive | Seldom – less than 5% |
| Electrical | Seldom – less than 5% |
| Radiation Exposure | Seldom – less than 5% |
| Burn Exposure | Seldom – less than 5% |
| Other Hazards | Seldom – less than 5% |

Atmospheric Conditions

| | |
|-------------------|-----------------------|
| Fumes Exposure | Seldom – less than 5% |
| Mists Exposure | Seldom – less than 5% |
| Odors Exposure | Seldom – less than 5% |
| Gases Exposure | Seldom – less than 5% |
| Dust Exposure | Seldom – less than 5% |
| Other Atmospheric | Seldom – less than 5% |

Protective Clothing and Devices

Not Applicable

Work Environment

| | |
|---------|------|
| Inside | 100% |
| Outside | 0% |