

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Administrative Assistant-HR;

JOB SUMMARY: Supports the effective and efficient operation of the Superintendent, School Board, and District Office, and performs district-wide administrative and support functions.

REPORTS TO: Superintendent

LOCATION: District Office

MAJOR JOB DUTIES:

1. Works to accomplish the district mission and focus on achieving the district goals while promoting a positive image of the Foley Public Schools and Community Education programs internally and externally.
2. Performs all election duties according to state guidelines.
3. Prepares Board packets as directed, including posting notification of regular, special meetings, closed, and committee meetings. Maintain the documents for official Board meeting minutes, edit contracts as needed after negotiations and manage signatures.
4. Maintains district policies and posting of them as directed by school board.
5. Submit Superintendent mileage reimbursements and P-card submissions.
6. Monitors home school records and completes (non-health) home school compliance reports for MDE.
7. Compiles monthly enrollment report.
8. Coordinates District Technology for Administration and Support Staff including but not limited to the following: district JMC coordinator, maintaining the *AESOP* system for substitutes.
9. Acts as district reporter and contact for all state reports including but not limited to and the district official calendar, STAR, and monitoring current teacher licensures.
10. The district liaison for the Civil Rights Data Collection, MDE Site Verification Coordinator, Trusted Employees, and the S2 Door System.
11. Maintain curriculum documents for Federal and CFL Reporting, including Diversity Planning, Goals 2000, Staff Development, Systems Accountability Report, and Assurance of Compliance reports.
12. Provides administrative support to the District's Health and Safety Committee with activities including, but limited to the following: Updating the Emergency/Disaster Plan /Emergency Closing Plans, ensuring compliance with Right to Know training for new employees, ensuring posting of mandatory signage in district buildings, and coordinating required Intruder Drills.
13. Create and maintain Seniority Lists for each bargaining unit in the district, and notice of assignments for FUE.
14. Maintain, order the office, paper supply orders for the district, and maintain the repairs for the copy machine in the district office.
15. Manage transportation contracts and submit mileage reimbursements for the district.
16. Distribute internal and external job postings for the district.
17. Complete and submit Family Medical Leave Act paperwork for district employees.
18. Acts as district data privacy official and records retention official.
19. Enter requisitions into Smart HR for District level employees.
20. Makes deposits for main checking account by accurately counting and balancing monies.

21. Tuition billing for School Readiness and ECFE each month. Make monthly collection calls to past due accounts and set up a payment plan option. This includes cleaning up past tuition bills that have not been taken care of.
22. As directed, invoice and mail all bills related to district business.
23. Review checks for accuracy and mail out.
24. Facilitate new employees meetings.
25. Enter new subs into the Smart HR system.
26. Acts as secretarial liaison.
27. Assist superintendent with clerical duties.
28. Other duties as assigned.

Qualifications including Education/Skills/Training Required:

- Post-secondary training in administrative assistant/secretarial courses or equivalent experience and certification
- Excellent communication, human relations and organizational skills
- Computer keyboarding; computer software experience
- Bookkeeping skills preferred
- K-12 public school district office experience preferred
- Confidentiality essential.

Physical Demands of the Position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The position requires mobility. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach, push or pull with hands and arms to manipulate objects, tools or controls; climb or balance; and bend, stoop, kneel, squat or crouch. The employee must frequently lift and/or move up to 10 pounds and up to 25 pounds on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.”

Working Conditions:

Usual office working conditions. The noise level in the work environment is typical of most office environments. Minimum physical exertion.

Bargaining Unit: Individual Contract

Approved by Foley School Board on 08/03/2015, revised 08/17/2015, revised 12/14/2015, revised 04/10/2017