



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: ASSISTANT to the EXECUTIVE DIRECTOR of HUMAN RESOURCES and EMPLOYEE SUPPORT SERVICES

QUALIFICATIONS:

1. High school diploma or equivalent
2. Valid driver's license
3. Experience necessary to perform assigned responsibilities; prefer progressive clerical experience in the **educational** setting
4. Knowledge of and an ability to use computers, office equipment, word processing, spreadsheets, databases and related software
5. Excellent verbal and written skills

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure

PERFORMANCE RESPONSIBILITIES:

1. Serves as the confidential secretary and assistant to the Executive Director of Human Resources; duties include planning, initiating, and carrying to completion a variety of clerical and administrative assistant duties.
2. Prepares departmental payroll in compliance with district policy and procedures.
3. Makes arrangements for conferences and meetings including time and location; informs participants of topics to be discussed and researches and provides them with background information.
4. Assists the Executive Director with the appropriate collection, reproduction, and distribution of records for public records requests.
5. Carries out procedures regarding Florida Statutes involving personnel files as public record.
6. Assists the Certification Compliance Administrator with the various duties related to certification, out-of-field, and highly qualified issues.
7. Maintains records and provides assistance with the National Board Teacher Certification process.
8. Prepares and completes assigned departmental fiscal activities and budget preparation in a timely manner.
9. Maintains records of random drug testing results.
10. Assists Director with hearings resulting from the Level II background checks.
11. Provides assistance to the Executive Director in matters relating to Equity and Access.
12. Researches topics by locating and compiling information from various sources and prepares reports, as directed, for the Administrator's review and information.
13. Receives and distributes incoming mail for the department in a confidential manner. Independently replies to inquiries not requiring Administrative action.
14. Maintains Executive Director's and departmental calendar(s) of meetings, appointments, district deadlines, and any other vital activities of the department.
15. Schedules and makes necessary travel arrangements for Executive Director and staff to attend conferences/workshops as required.
16. Assists in daily operation of the department; trains clerical and support staff in performance of programmatic activities, when required.
17. Greets, announces and routes visitors; answers, screens and directs phone calls.
18. Acts as recording secretary at conferences and meetings taking official minutes and preparing minutes for review and distribution.
19. Assists and prepares for mailing all documentation required by Professional Practices Service regarding District reporting.
20. Assists Executive Director with personnel hearing correspondence adhering to all rules and regulations.
21. Assists Executive Director and Certification/Compliance Administrator with issues relating to teacher certification and Federal and State certification compliance issues.
22. Identifies annual retirees for District recognition.
23. Responds in emergency situations as required.
24. Performs other duties as assigned by the Human Resources Executive Director.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background Check is required for employment.
2. 12 months. Pay Grade as established by the School Board in Current Salary Schedule 4.

APPROVAL

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Tommye Lee Richardson
Reviewed by Dept. of Human Resources

Date: MAR 25 2009
Adopted by Bay District School Board