



## **POSITION DESCRIPTION**

### **District Administrator Assistant / HR / Board**

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#### **ORGANIZATIONAL RELATIONSHIP**

Reports and accounts to the District Administrator.

#### **POSITION FUNCTION**

To contribute to the efficient operation of the District Office so that it can play its effective part in the education process. To assist the District Administrator and Board in their efforts to serve the District and cross train to the other support positions of the central office.

#### **PERFORMANCE RESPONSIBILITIES**

1. Administrative assistant to the District Administrator and Board of Education.
2. Schedule and post all Board of Education and Board Committee meetings.
3. Coordinate, prepare and post all Board meeting agendas.
4. Generate and upload all documentation on the District's website for all Board meetings.
5. Set up the WHS Community Room appropriately and attend all regular Board and Committee meetings.
6. Write, post, and maintain minutes of all Board of Education and Committee meetings.
7. Maintain and keep Board information up-to-date on the District website.
8. Maintain all Board files.
9. Coordinate and complete School Board member election process.
10. Prepare and publish all required legal notices.
11. Maintain BoardDocs information and assist with policy revisions in BoardDocs.
12. Coordinate and assist with preparation for student expulsion hearings.
13. Place all position vacancies on WECAN, Indeed, and District website.
14. Accept all employment applications for all positions and maintain a master file .
15. Enter information for all new District and substitute employees into Frontline Central.
16. Process and onboard all new District and substitute employees.
17. Process confidential criminal record checks on all employees and all volunteers.
18. Meet with all new employees to review appropriate employee handbooks.
19. Offer and explain District benefits to new employees, and answer employee benefits questions from current employees.
20. Process all benefit change requests.
21. Process all FMLA leave requests.
22. Process out employees terminating their employment.
23. Process all retirees for their early retirement benefits.
24. Maintain all employee handbooks.
25. Maintain position descriptions and post on the District website.
26. Create or proofread a variety of documents for the District Administrator, including confidential items.
27. Respond to many other day-to-day inquiries, both internal and external.
28. Receive and route any incoming calls when Receptionist is unavailable.

29. Maintain confidentiality and loyalty to the employer.

### **OTHER FUNCTIONS**

1. Perform other duties and responsibilities as assigned by the Board and District Administrator.
2. Cross train to both payroll and accounts payable.
3. Promote a positive image of the District at all times.

### **QUALIFICATIONS**

1. High School Diploma, Associate and/or Bachelor's degree in related areas of concern.
2. Coursework and/or experience with current technological practices.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Good communication skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle working with various materials and objects in an office environment are important aspects of this job.
- The noise level in the work environment is usually moderate. The employee is frequently required to interact with the public and other staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **TERMS OF EMPLOYMENT**

As determined by the support staff handbook.

ADOPTED: 08.20.2019

REVISED: 09.08.2020

01.31.2024

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. If you have questions or concerns, please call 715.258.4121.