

School District of Waupaca
HR/Board/District Administrator Assistant

QUALIFICATIONS:

- 1) High School Diploma, Associate and/or Bachelor's degree in related area 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

REPORTS TO: District Administrator

GENERAL RESPONSIBILITIES:

To contribute to the efficient operation of the central 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.

ESSENTIAL FUNCTIONS:

- 1) Administrative assistant to the District Administrator and Board
- 2) Schedule and post all Board of Education and Board Committee meetings
- 3) Assist with the preparation of the Board agenda
- 4) Write and maintain minutes of all meetings of the Board of Education
- 5) Generate and upload all documentation on the school website for all Board meetings
- 6) Maintain and keep Board information up-to-date on district website
- 7) Maintain all Board files
- 8) Publish all legal notices
- 9) Maintain district policy manual and policies on district website up-to-date
- 10) Place all teacher and administrative vacancies on WECAN
- 11) Maintain the "Employment Opportunities" section of the school website with regard to any job openings
- 12) Accept all employment applications for all positions and maintain a master file
- 13) Process all new employees
- 14) Conduct confidential criminal record checks on all employees and all volunteers

- 15) Offer and explain benefits to each employee
- 16) Generate and maintain all employment handbooks
- 17) Maintain district position descriptions
- 18) Process all substitute employees
- 19) Process all FMLA leave requests
- 20) Process all retirees for their retirement benefits
- 21) Type a variety of materials – including confidential items and maintain file of all correspondence
- 22) Receive and route any incoming calls when Receptionist is unavailable
- 23) Maintain confidentiality and loyalty to 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

Adopted: 08/20/19

Revised: 09/08/20