Title: Secretary – Certification, Attendance, Negotiations

Qualifications:
1. High School Diploma or equivalent.
2. Prior secretarial experience preferred.
3. Knowledge of basic office procedures, record keeping and equipment.
4. Demonstrated ability for customer service.
5. Excellent listening, verbal, and written communication skills.
6. Knowledge of word processing, database and/or spreadsheet applications.
7. Demonstrated ability to successfully work within a team of people.
8. Demonstrated aptitude or competence for assigned responsibilities.
9. Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Personnel Administrator

Job Goal: Enhance the effectiveness of all Human Resource functions, specializing in certification, attendance, negotiations, salaries and information services.

Performance Responsibilities:
1. Be knowledgeable about all aspects of certification, maintain records and assist professional staff with certification process;
2. Work closely with Personnel Administrator regarding all Human Relations functions;
3. Assist new staff with employment process including required State and district document requirements, prepare new folders, enter all personnel information into data base, follow-up on papers needed for personnel folders;
4. Process provisional teachers, send State evaluations to principals as required, constant follow-up as required;
5. Maintain official attendance records of all district employees, notify payroll department of deductions with overrun time; enter end of year attendance on individual permanent records;
6. Maintain vacation time for 12 month staff and send notices/deadline reminders;
7. Maintain professional training cards for advancement on teacher's salary guide, send deadline reminders;
8. Assist in maintenance of salary cards for all district personnel;
9. Coordinate information gathering and complete yearly Fall Report of Certificated and Non-Certificated personnel;
10. Constantly up-date personnel data base with all transaction changes;
11. Entered and maintain assigned aspects of the HR databases;
12. Monitor teacher paperwork for compliance purposes;
13. Assist with the revision and adoption of District policies and assigned manuals;
14. Assist the Personnel Administrator with negotiations and confidential employee bargaining issues within the scope of secretarial duties;
15. Substitute applications, interviews and processing for county certification, prepare file for substitute coordinator;
16. Review and provide services which conform to district objectives, policies, directives and state laws;
17. Maintain positive relationships with the building administration, public and other staff;
18. Assume other related responsibilities and duties within the context of the above performance responsibilities or as assigned by the Personnel Administrator.

Salary: 12 Month as determined by the board.

Established: 1973