



MOLALLA RIVER SCHOOL DISTRICT

Job Description

Job Title: Executive Administrative Assistant – Human Resources (Confidential)

Reports To: Director of Human Resources

Evaluated By: Director of Human Resources

Pay Grade: Confidential (\$26.67 - \$36.48, depending on experience) *

*2022-2023 pay rates, 2023-2024 agreement not yet finalized.

Work Calendar: 260 Days

JOB GOAL: The goal of the Executive Administrative Assistant – Human Resources is to support all aspects of Human Resources including, but not limited to, recruitment, onboarding, benefits, HRIS database management, ODE reporting, TSPC licensure, contracts, labor management, contract negotiations, and overall support to licensed, confidential, supervisory, and administrative staff.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities needed for the position. These skills will typically be acquired through post high school education and/or training preferably with an emphasis in Human Resources.

1. Three to five years' work experience providing executive administrative support and services preferably in a public school human resources environment.
2. Advanced reading comprehension skills to review, analyze and relay regarding complex reports, legislation, policies and issues impacting the district.
3. Excellent, professional oral and written communication skills combined with the ability to provide the optimal level of customer service, effectively delivering information in person, by phone and in writing in a timely and efficient manner.
4. Proficiency with English language usage in both written and verbal forms, including use of correct spelling, grammar and punctuation.
5. Advanced proficiency in the use of computer, including keyboarding, and Internet based applications, including but not limited to email, website, virtual meeting software, social media platforms, Microsoft Office and Google Suites (i.e. Word, Excel, PowerPoint), HRIS system, preferably iVisions, evaluation software, preferably Unified Talent Perform, and other public education applications including Synergy and ODE reporting software and the ability and desire to learn new applications as they are brought online by the District.
6. Demonstrated understanding of and preference for maximizing the use of available technological tools to complete assigned tasks efficiently and effectively.
7. Ability to perform executive level human resources administrative support functions requiring independent judgment, information analysis, process evaluation, decision-making, and problem solving.
8. Proven track record of establishing and maintaining effective professional working relationships with all levels of administration, staff and the community as well as functioning as a successful member of a cohesive and high-performing team.

9. Ability to understand and follow complex oral and written instructions.
10. Ability to maintain a high level of confidentiality with respect to sensitive staff information.
11. Ability to plan, organize, prioritize and complete assignments in a high stress environment, juggling multiple priorities, frequent interruptions and responsibilities to meet schedules and deadlines.
12. Ability to be self-motivated, work effectively and exercise independent judgment in making appropriate decisions regarding the day to day operations of the office, including in the handling of emergency and unusual situations.
13. Demonstrated familiarity with school policies, laws, rules and regulations.
14. Knowledge of regulations regarding worker's compensation, medical leave acts, BOLI regulations and education licensure and understanding of the Oregon teaching licensure process with TSPC.
15. High level of attention to detail and accuracy in all work.
16. Proficiency in completing mathematical calculations combined with understanding of basic accounting and payroll principles.
17. Ability to take meeting minutes and summarize them effectively in reports and prepare a wide variety of staff and business correspondence.
18. Willingness to operate in alignment and accordance with district and school defined policies and procedures and collective bargaining agreements.
19. Perform other tasks as may be deemed appropriate by the School Board or the Administration.
20. Ability to maintain regular attendance and punctuality for the purpose of carrying out the responsibilities of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other duties may also be assigned.

Recruitment, Onboarding, and Exit Process:

- Prepare job announcements and post them to various platforms for the purpose of attracting a sufficient pool of qualified applicants for each opening.
- Verify licensure, education and experience, create personnel files and work with newly hired staff to complete all required employment documentation.
- Lead new hire training orientation for licensed staff in group or individual sessions based on hire dates.
- Add and maintain all new hire data in the HRIS system.
- Prepare all exit documentation for departing employees including calculating final paychecks.
- Coordinate annual CPR/First Aid/Medication training to ensure compliance in staff to student ratios at all worksites.

Benefits Administration:

- Serve as key point of contact and liaison between employees and OEBC (Oregon Educators Benefit Board) to implement, maintain, and facilitate the acquisition of information for all health, vision, dental, life and disability insurances.
- Administer worker's compensation program for the District by ensuring proper documentation is provided to insurance carrier and act as liaison between employee and carrier to monitor and update status of claims.

Data, Report and Licensure Management:

- Maintain official personnel files and computer database information on all district employees.
- Monitor licensure status of all licensed employees, including preparation of Peer forms for license renewals and monitoring of progress toward timely license renewal with TSPC.
- Prepare and distribute reports, contracts and correspondence as required for the purpose of communicating necessary information. Includes annual assignment letters, annual non-renewal letters to temporary staff, annual licensed contracts, including extra duty, and Personnel Reports to the Board of Directors
- Collect and input data into state reporting databases for Oregon Department of Education data collection requirements including staff assignment, staff position, and staff evaluation.

Executive Administrative Support:

- Provide confidential administrative support to the Director of Human Resources including composing correspondence, preparing meeting agendas and minutes, scheduling appointments, filing, handling mail and other associated duties.
- Provide effective and efficient customer service for employees and visitors to the District Office/Human Resources Department in a pleasant informed manner for the purpose of providing information, processing requests, accepting documentation, and creating a positive image of the department and the district to the public.
- Serve as primary back up for all functions assigned to the Human Resources Administrative Assistant II as needed.
- Provide assistance to the Director of Human Resources in other areas as requested.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Possess and maintain a valid First Aid card if required
2. Criminal Justice Fingerprint Clearance

PHYSICAL DEMANDS: 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. (See addendum)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

signature

date