

## **JOB TITLE: Secretary to Director of Human Resources**

### **QUALIFICATIONS:**

- Bachelor's degree in Business or related field preferred
- Strong clerical and organizational skills
- Additional criteria as established by the School Board

**REPORTS TO:** Director of Human Resources

**JOB GOAL:** To perform assigned duties in such a manner that the work of the Director of Human Resources will be enhanced.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Facilitate onboarding of new employees and process all new hire paperwork, including I-9 forms.
- Maintain an up-to-date personnel list and files for current and former employees.
- Fingerprint job candidates and notify appropriate departments of hiring clearance.
- Process criminal background checks for job candidates and ensure employees who have access to the background check system/files complete annual security training.
- Reconcile background check billing statements to ensure accuracy of information before submitting for payment.
- Arrange drug testing of job candidates and employees and maintain a confidential record of the results.
- Maintain records of employee credentials/certifications and process certification requests when necessary.
- Prepare correspondences, interoffice forms, requisitions, and reports for the director.
- Maintain an appointment calendar for the director and confirm appointments, as needed.
- Arrange special meetings and conferences and notify participants of the date, time, and place.
- Maintain confidential administrative files for the director.
- Demonstrate proficient use of technology necessary to effectively accomplish job duties.
- Prepare job announcements and submit for publication.
- Answer telephone calls and reply to email received by the department.
- Contact references of job applicants and attach reference forms to applications.
- Assist director with the completion of state and federal reports.
- Prepare personnel report and agenda for school board meetings.
- Maintain file of prospective applicants and schedule interviews as needed.
- Prepare and issue employee contracts and letters of assurance/assignment.
- Process substitute teacher applications and maintain a list of eligible substitute teachers.
- Complete employment verification requests for credit bureaus, finance companies, etc.
- Notify and re-enroll employees in the Employee Retirement System.
- Process insurance applications, as needed.
- Record and file all evaluations completed by principals, supervisors, and directors on faculty/staff.
- Verify teaching and/or work experience on new and previous employees.
- Assume other job-related duties as assigned by proper authority which would reasonably be expected of an individual holding this position or which is an obvious extension of the above listed duties.

**PERSONAL QUALITIES:**

- Devotes time and energy effectively to job.
- Demonstrates ability to work well with individuals and groups.
- Exercises good judgment when arriving at decisions.
- Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.

**RELATED RESPONSIBILITIES:**

- Concentrates effort in area of major responsibility.
- Is self-directed.
- Keeps abreast of current trends in education.
- Exhibits loyalty in the promotion of the district's goals.
- Completes a self-evaluation annually.
- Develops and implements Individual Growth Plan (IGP) annually.
- Reports job-related injuries within 48 hours of the incident to the Director of Human Resources. ("Job related injuries" include, but are not limited to, any accident or illness which involves loss of consciousness, restriction of work motion, or medical treatment.)

**TERMS OF EMPLOYMENT:** 12 months

**EVALUATION:** Performance of this position will be evaluated annually in accordance with Louisiana Department of Education and Natchitoches Parish School Board policy.