

Westport Community Schools
Westport, Massachusetts
DRAFT JOB DESCRIPTION

POSITION: Human Resources Assistant

QUALIFICATIONS (experience, education, certification):

- Associates or Bachelor's Degree preferred.
- Proficiency in areas of data and Microsoft office applications.
- Ability to communicate effectively verbally and in writing.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Director of Human Resources or Designee.

JOB GOAL: This position is responsible for maintaining and updating personnel information. Contributes to efficient operations within the HR Department.

PERFORMANCE RESPONSIBILITIES:

- Maintains Human Resources Information Systems, including absence management system.
- Maintains and updates time off balances.
- Processes new hire forms and enters employee data into HRIS, SIS, Professional Development and other Human Resource Systems.
- Creates appointment, transfer and new hire letters.
- Maintains and updates confidential personnel records.
- Assists in processing employment related forms and information.
- Maintains and distributes a current list of substitute/temporary employees.
- Processes new hire and separation information.
- Notifies relevant departments of new hires, transfers and separations, including but not limited to Town Hall, Technology, Facilities, Administration and Office Staff.
- Maintains a current seniority list for all unions.
- Processes sick bank donations and maintains sick bank balance.
- Performs reference checks for potential new hires.
- Responds to verification of employment requests as needed.
- Performs background checks, such as CORI and SAFIS as needed.
- Responds to requests for Suitability Determinations.

- Processes job postings, advertisements, and posts on all websites and the recruiting tracking system.

- Keeps records of lane changes, updates personnel files for course credit, and creates and distributes salary lane change notifications.
- May assist other business office staff members.
- Perform other relevant duties as requested.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

PHYSICAL DEMANDS: (Please add or delete)

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 30 pounds without assistance and up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

LANGUAGE SKILLS:

Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom setting where noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year to be established by the School Committee.

EVALUATION:

Evaluation will be in accordance with district policy and/or collective bargaining agreements.

APPROVED BY: Westport School Committee **DATE:** _____

REVIEWED AND AGREED TO BY: _____ **DATE:** _____