

**WAYNE TOWNSHIP PUBLIC SCHOOLS**  
**Wayne, New Jersey**  
**JOB DESCRIPTION**

**TITLE: D-005 - Administrative Assistant to Director of Human Resources (Confidential)**

**EDUCATION AND EXPERIENCE REQUIRED:**

High School graduate, or equivalent.

Demonstrated proficiency in utilizing a broad range of computer programs.

Previous secretarial experience, preferably within an educational setting.

Ability to maintain a high level of confidentiality.

**REPORTS TO:**

Director of Human Resources, Compliance and Labor Relations

**JOB GOAL:**

Performs a broad range of secretarial, administrative and technological functions to ensure the efficient operation of the Human Resources Department and to support the Director of Human Resources.

**PERFORMANCE RESPONSIBILITIES:**

Scans employee files and documents to electronic data retention system. Organizes and maintains paper records for retention and disposal.

Keeps employee records updated in the CSI system by processing changes to an employee's personal information, such as address, emails and telephone numbers, in a timely fashion. Routes changes to employee information to other designated departments, including Technology, Payroll and Benefits.

Assists in the recruitment and hiring process by posting openings on the District's AppliTrack system, internally and externally in designated publications. Prepares and distributes flyers to schools for postings. Sends appropriate acknowledgment to candidates through the AppliTrack system once a position is filled. Assists applicants with AppliTrack as needed. Coordinates postings with area colleges.

Uses AppliTrack to move employee records into Frontline applications (Absence Management and Time and Attendance).

Distributes Pass the Trash (PTT) forms for all new hires via AppliTrack. Sends forms to previous employers. Conducts all necessary follow up to ensure forms are completed.

Reviews agendas to close jobs that have been filled and maintains district job postings online. Sends emails to candidates that have applied but that have not been selected for hire.

Maintains new hire spreadsheet.

Prepares information as requested for collective bargaining matters and/or grievances or, in consultation with the Board Attorney, in preparation for legal proceedings.

Assists in preparation and distribution of negotiations proposals, collective bargaining agreement revisions, ground rules and other negotiations documents.

Distributes/prepares Memorandums of Agreement, union sidebars and settlement agreements as requested.

Maintains negotiations documentation related to personnel actions and settlement agreements. Completes unemployment requests, follows up with employees as necessary.

Creates and posts community fliers on a regular basis.

Assists with entering leave of absences (LOA) into Aesop and CSI from agenda and updating LOA spreadsheet as needed. Remains cross-trained with other department members in the operation of the Aesop system.

Assists with confirmation of fingerprinting for new hires.

Answers general questions from public and staff, redirects as necessary for further information. Opens and distributes mail for Human Resources.

Greets visitors to the Central Office.

Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

**ANNUAL EVALUATION:**

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certified staff.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**BOARD APPROVAL DATE:** July 15, 2021, Agenda Item M-14