

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

HUMAN RESOURCES ASSISTANT

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Excellent communication and writing skills
3. Strong computer and organizational skills
4. Ability to multitask

REPORTS TO: Human Resources/Benefits/Payroll Coordinator

JOB GOAL: To support the work of the Human Resources department.

PERFORMANCE RESPONSIBILITIES MAY INCLUDE:

1. Supports the hiring process with advertisement, scheduling interviews, and onboarding new staff.
2. Keeps confidentiality of all employees and students.
3. Maintains current knowledge of employee benefits including health insurance changes. She does keep up with this so she can accurately discuss with new hires.
4. Assures Form I-9 Employment Eligibility Verification compliance for all new hires and rehires.
5. Updates personnel files as needed.
6. Assures all employees have current CHRC documentation (fingerprinting).
7. Assures all teachers and ed techs certifications and authorizations are current.
8. Enters employee information in NEO for Central Office staff, new hires, teachers, ed techs, coaches, bus drivers, custodians, and food services staff. Review and enter in NEO.
9. Assists the Assistant Superintendent with substitute teacher hiring.
10. Maintains Department of Labor Poster sites for all schools and Central Office.
11. Coordinates Stipend process. Communicates with Principals to fill all stipend positions, creates and sends stipend contracts, meets with stipend new hires.
12. Performs other duties and responsibilities as may be assigned by the Human Resources Coordinator and/or Designee.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Ability to communicate effectively.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document.

Approved: 11/17/21

Approved: June 8, 2022