

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Human Resource/School Committee Clerk
Department:	Human Resources/School Committee
Reports to:	Supervisor of Human Resources & School Committee Chairman
Supervises:	n/a

Description of job:

SUMMARY OF RESPONSIBILITIES: Human Resources

To contribute to the efficient operation of the Human Resources office by effectively servicing the employee and substitute staffing and record keeping needs of the district.

ESSENTIAL FUNCTIONS: Human Resources

1. Create and maintain active and inactive personnel and medical files of all applicants and employees.
2. Maintain records of employee evaluations for all staffing groups in the school department. Compile completion summary.
3. Provide Pupil Personnel, Transportation & Food Services on a weekly or bi-weekly basis a list of current tutors and substitutes.
4. Enter all personnel data on the MUNIS personnel system.
5. E-verify all new hires.
6. Report new employees to RI New Hires.
7. File employee accident reports as required through town insurance.
8. Maintain certifications of all current teachers.
9. Create correspondence to staff in order to ensure that personnel files are maintained and updated.
10. Verify and process tuition reimbursements for NEANK and NKESP.
11. Post yearly and process substitute applicant information through School Spring and SAMS.
12. Respond to a variety of information requests from applicants and staff.
13. Sort and distribute mail for the Human Resources Department.
14. Post, maintain and update webpage information as necessary.
15. All other duties and responsibilities assigned by the Supervisor of Human Resources.

SUMMARY OF RESPONSIBILITIES: School Committee

Responsibility for providing administrative and secretarial support to the North Kingstown School Committee including recording, transcription and publication of all School Committee meetings; development, posting and advertising of school committee agendas; School Committee confidential correspondence; and compilation and distribution of the School Committee meeting information. Evening meetings required.

ESSENTIAL FUNCTIONS: School Committee

1. Prepares together with the Superintendent and the School Committee Chairman an agenda setting forth all known items of business to be considered at each School Committee meeting. Posts and advertises agendas for all School Committee meetings as required by law.
2. Attends all School Committee meetings; records, transcribes, develops and publishes minutes of all meetings.

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3. Develops electronic packets containing all pertinent data for each school committee member for all meetings. Ensures electronic delivery of information to each member.
4. Maintains confidential School Committee district files, sealed or open as required, of all School Committee activities.
5. Composes letters and correspondence as needed by the School Committee members.
6. Responds to requests from School Committee members and provides assistance as needed.
7. Other duties and responsibilities as required by the North Kingstown School Committee.

Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	Medium: x	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None: x		Manual:		Automatic:

Work Environment			
Floor Surface:	Tile or carpet		
Inside:	100%	Outside:	
Lighting:	Fluorescent or Incandescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Between 20 pounds and maximum of 50 pounds						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Between 20 pounds and maximum of 35 pounds						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		x				
35 – 50 lbs.	x					

PUSHING/PULLING Maximum push/pull: 10 lbs.

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WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
35+ lbs.	X					

ACTIVITY	Never	Occasional	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Four to five years administrative, secretarial or clerical experience in an office environment.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office, Word and Excel. Experience with MUNIS, School Spring, SAMS, Google Docs, and IQM2 a plus. Comfortable learning and using new tech systems.

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Communication Skills:

Capability of responding simultaneously to a variety of requests from external applicants and internal colleagues, maintaining a high degree of sensitivity and ensuring overall satisfaction as a primary objective. Strong communications skills including excellent diction. Ability to maintain confidentiality on all personnel issues.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized fashion.

Interpersonal and Problem solving skills:

Ability to interface with applicants, staff, school committee members and members of the public in a pleasing manner. Ability to effectively handle public complaints and issues utilizing a personable problem solving approach.

Terms of Employment:

At will

Evaluation:

Annually per GCB

Date: 12/2016