

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
**HUMAN RESOURCES AND  
ADMINISTRATIVE SERVICES COORDINATOR -- CONFIDENTIAL**

**REPORTS TO:** SUPERINTENDENT

**SUPERVISES:** No supervisory responsibilities

**DEFINITION:**

Under administrative direction of the District/County Superintendent of Schools, the Human Resources and Administrative Services Coordinator shall perform a wide variety of complex and highly responsible tasks; shall perform detailed technical work involved in the processing and monitoring of credentials for County Office and School District employees; monitor certificated contacts and professional growth with salary unit calculations; shall coordinate the functions of recruitment, employment, assignment, terminations and hiring for both certificated and classified staff; perform all pre-employment, fingerprint clearance, and benefit pre-employment processing for new employees; coordinate and maintain all employee confidential records; participate in and contribute to Leadership Team meetings; shall act as confidential administrative assistant to relieve the County/District Superintendent and School Board of complex routine administrative and technical duties; shall develop agenda, minutes and board packets with Superintendent and School Board direction; and shall perform all other related work as required.

**QUALIFICATIONS:**

Required:

1. High school diploma or equivalent supplemented by college level course work, in office practices, management, or business administration.
2. Five years of progressively responsible school human resources and administrative assistant experience, two years of which were office management or supervisory experience requiring frequent public contact.

Desired:

1. BA/BS Degree in business field desired.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of office management principles and practices of fiscal, statistical, and administrative data collection and report preparation.
2. Knowledge of modern administrative practices, methods, and equipment, including computer equipment; English usage, spelling, grammar, and punctuation.
3. Knowledge of principles of business letter and report writing.
4. Knowledge of principles and procedures of record keeping.
5. Knowledge of techniques used in public relations.
6. Knowledge of pertinent Federal, State and local laws, codes and regulations including board and administrative policies and procedures.
7. Knowledge for the operation of modern office equipment including computers and printers.
8. Knowledge of using software programs such as Microsoft Word, Excel, and Power Point; California Commission on Teacher Credentialing system.
9. Knowledge of the Criminal Offender Record Information requirements.
10. Knowledge of mathematics.
11. Ability to learn the procedures, functions, and limitations of assigned duties.

12. Ability to learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including board/administrative policies and procedures.
13. Ability to perform responsible and difficult administrative assistant and administrative work involving the use of independent judgment and personal initiative.
14. Ability to independently prepare correspondence and memoranda.
15. Ability to maintain confidentiality of information.
16. Ability to maintain a variety of complex, interrelated administrative files and records.
17. Ability to make mathematical calculations quickly and accurately.
18. Ability to plan and organize work to meet schedules and timelines.
19. Ability to react to and exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.
20. Ability to communicate clearly and concisely, both orally and in writing.
21. Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
22. Ability to understand and apply the laws, rules, policies, and procedures pertaining to the Credentialing system.
23. Ability to use and interpret Education Codes and Title V Codes.
24. Ability to type 60 wpm accurately.
25. Ability to answer basic questions in absence of Superintendent and other Administrators.
26. Ability to coordinate and assist the Superintendent in the revision and development of Board policies and administrative regulations.

### **ESSENTIAL DUTIES/TASKS:**

#### **Performs Credential Processing and Monitoring:**

1. Acts as primary credential information source for all certificated employees of the County Office and the School District and surrounding areas.
2. Reads, interprets, researches, explains, applies and communicates state laws and California Commission on Teacher Credentialing (CCTC) rules, regulations, policies and procedures.
3. Evaluates application packets insuring completion and compliance with appropriate regulations.
4. Meets individually with potential certificated personnel explaining requirements for all types of teaching credentials.
5. Recommends issuance of various types of credentials to CCTC including substitute, emergency, specialist, vocational, and basic documents.
6. Processes temporary county certificates for County and School District certificated employees.
7. Registers various types of teaching credentials in compliance with state laws and the regulations of the CCTC.
8. Monitor the assignments of teachers in the school district and county office to insure that all teachers are working within legal authorizations.
9. Serve as liaison between CTC, the district, and credential applicants.
10. Prepares and submits to the Commission credential monitoring reports as required.

#### **Pre-employment and Human Resources Processing:**

1. Coordinate human resources procedures related to applications, examinations, eligibility, terminations, resignations, layoff, reemployment, licensing and certification as applicable for classified and certificated personnel.
2. Prepares and distributes job announcements and employment advertisements.
3. Monitors job announcement timelines.
4. Maintains vacancy advertising from a variety of sources including the Internet.

5. Manage job description development and revisions.
6. Research and provide information for salary study reviews.
7. Assists with negotiation, administration and interpretation of collective bargaining agreements.
8. Develop, maintain, and conduct new employee orientations including assisting employees in the preparation and completion of required employment forms for certificated, classified and management positions.
9. Establish and maintain human resources ACUSD/COE web page documents, functions and trainings.
10. Verifies that potential employees possess proper licenses, credentials, and/or certificates prior to employment.
11. Upon recommendation of the administration makes offers of employment to appropriate candidates.

#### Fingerprint Requirements:

1. Acts as Record Custodian in all fingerprint requirements directed by the California Department of Justice.
2. Ensures background checks have been completed on CORI handlers.
3. Ensures training of CORI handlers.
4. Ensures proper storage and handling of confidential information.
5. Maintains contract lists.
6. Secures handling, storage, dissemination and destruction of CORI.
7. Sends "No Longer Interested Notifications" for non-employees.
8. Maintains contact with the DOJ of any address or record of custodian changes.
9. Fulfills any written or oral DOJ audit requirements.

#### Employee Records Maintenance:

1. Maintains confidential and administrative personnel records for all classified, certificated, and management employees of the County Office and District Office insuring appropriate documents regarding all employment matters are complete and filed in a timely manner; remains current regarding any personnel policy changes.
2. Notifies employees of continuing employment requirements such as credential or license renewal and necessary medical exams.
3. Calculate process and distribute certificated contracts.
4. Compile, verify, and maintain certificated continuing education unit totals for professional growth and yearly salary placement; assists with the implementation of the District/County evaluation procedures and the monitoring of the evaluation record management systems.

#### Communication / Customer Service:

1. Serve as initial contact/resource person.
2. Screen calls, visitors, and mail.
3. Respond to sensitive requests for information and assistance.
4. Organize the flow of communication in an efficient and effective manner with District/County Office personnel, Board of Trustees, Board of Education, news media, the general public, and other agencies.
5. Explains administrative policies and procedures to the staff and public.
6. Using a computer prepares various documents including letters, memos, forms, schedules, reports, faxes, unemployment and employee verifications.

### Board Meeting Functions:

1. Coordinate the compilation and preparation of the District/County School Boards' agendas, incorporating communications and background materials.
2. Assemble, copy, post, and mail agendas to Board members, media representatives, and other interested parties.
3. Maintain a log on agenda distribution.
4. Prepare and maintain permanent records of Board proceedings and actions including board minutes and the distribution of those minutes.
5. Prepare legal notices as required and submit to appropriate agencies.
6. Notify and advise school board members of legal requirements, including timelines for forms to be submitted.
7. Maintain files of all School District Trustees and County Board Members showing original date of election files appointment, their respective trustee area, and length of term of office.
8. Coordinate the filing of Conflict of Interest (Form 730) Statements for elected officials and other designated employees.
9. Coordinate the filing of other reports and statements with proper agencies, including state school directory.
10. Prepare and maintain resolutions of the School District, County Board of Education, and the County/District Superintendent of Schools.

### Administrative Assistant:

1. Participate and assist in the administration of the Superintendent's Office.
2. Relieve Superintendent of complex and routine administrative and technical details and organize and manage all office activities associated with the office.
3. Interpret policies, rules and regulations in response to inquiries and complaints and resolve concerns and complaints or refer inquiries as appropriate.
4. Perform the full range of administrative assistant duties for the office.
5. Receive and transcribe dictation of letters, reports, memoranda, minutes, and other correspondence requiring accuracy and speed.
6. Type and assemble reports, grant applications, manuals, correspondence, and other materials.
7. Independently respond to letters and general correspondence; initiate maintenance and work orders.
8. Coordinate travel and meeting arrangements for all District/County employees.
9. Maintain calendar of appointments for the Superintendent for activities with other personnel, the public, and outside agencies.
10. Reserves meeting rooms and arranges for set-up, food service and special services as appropriate for meetings, seminars, conferences, and other functions for administration and staff.
11. Maintain related records.
12. Assist with the organization, distribution, and maintenance of all District/County keys.
13. Assist with the supervision, maintenance and adjustments to alarm systems.
14. Attend and participate in staff meetings and in-service activities as needed.
15. Operate a computer terminal and use word processing, spread sheet, and graphic software packages to maintain detailed information and records, reports, and newsletter.
16. Act as confidential administrative assistant to the Superintendent.
17. Register children for schools in which the Superintendent acts as Principal.
18. Maintain emergency card files for students.
19. Maintain student cumulative files.

20. Develop transcripts.
21. Schedule and coordinate substitute teachers and aides.

### **NON ESSENTIAL DUTIES/TASKS:**

1. Notifies certificated employees regarding credential expirations and requirements to renew credentials.
2. Updates and maintains employee demographic information.
3. Serve on committees as assigned.
4. Order and maintain office supplies.
5. Contact vendors and suppliers as needed.
6. Attend workshops, conferences, and classes to increase professional knowledge.
7. Assist with the production of the district newsletter.

### **ENVIRONMENT/WORK CONDITIONS:**

- **Location:** Work is performed in a climate-controlled office setting.
- **Hazards:** None noted.
- **Equipment Used:** Personal computer, printer, typewriter, copier, telephone, fax, other general office equipment.

### **ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally, up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

### **MENTAL**

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English; possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

Adopted: 07/17/90

Revision: 12/14/93, 07/01/00, 08/10/10, Scheduled 08/14/12