

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Administrative Assistant - Benefits

QUALIFICATIONS:

The Assistant shall possess a Bachelor's Degree or equivalent and at least three years of experience in a human resource and/or business/financial management position or other related field. The Assistant shall possess particular experience in the areas of office systems and procedures, health, dental, workers' compensation, and long-term disability insurance and computer literacy. The Assistant shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Director of Human Resources

PERFORMANCE EVALUATION:

The Administrative Assistant shall be evaluated annually, in narrative form, based on the goals and objective determined by the Assistant and the Director of Human Resources.

REPRESENTATION STATUS:

Un-represented Staff

WORK STATUS:

Work year shall be full year.

JOB RESPONSIBILITIES:

The Assistant is a member of the District's Executive Support Staff. As a member of the Executive Support Staff, he/she shall assist members of the Executive Staff in providing leadership for the School District, represent the Director of Human Resources as appropriate at official

school and community functions, inform the Director of changes in trends, laws, rules, or regulations in his/her areas of expertise, and provide reports to the Director of his/her activities, and as requested. The Assistant in conjunction with, and with the approval of, the Executive Assistant to the Superintendent with input from the Director of Human Resources shall develop annual job goals that will become part of the criteria used to evaluate the Assistant. In carrying out these responsibilities, the Administrative Assistant -Human Resources shall:

1. Assist in the development of recommendations for appropriate personnel and business related policies to provide for the most cost-effective management of benefits necessary to a productive teaching and learning environment in the District;
2. Assist in the administration of all district benefit programs including health, dental, workers' compensation, and long-term disability insurance;
3. Work cooperatively with various organizations concerned with employment issues, including all local, state and federal regulatory agencies, boards, and commissions;
4. Assist, when requested, in the payroll functions of the District, including maintenance of an accurate accounting of employee benefit programs in the areas of sick leave, personal leave, other leaves of absence, and other related or emerging employee benefit plans;
5. Assist in the development and maintenance of personnel handbooks and policy manuals for employees;3. Assist in the administration of all district personnel functions, including coordinating the personnel activities with other services of the school system, at the direction of the Director of Human Resources;
6. Serve as the assistant chief procurement officer for the District. In this role, the Assistant shall coordinate and direct bidding, purchasing, and inventory control for the District, at the direction of the Director of Human Resources;
7. Assist in the management of the school transportation program;
8. Assist in the oversight of the management of facilities;
9. Supervise and direct the maintenance of necessary records, including contracts, financial accounts, budgets, audits, purchasing,

federal, state and local reports (End of the Year Financial Census, school construction, federal projects, employee statistics, etc.); and

10. Conduct other staff duties and responsibilities as directed by the Director of Human Resources, including attending meetings as requested or required by the Superintendent, or Director of Human Resources or Executive Assistant to the Superintendent; and, any other staff function required by the Director.

Updated: 08/21/02

Updated: 10/25/05

Approved by:

Thomas G. Pandiscio, Ed.D., Superintendent of Schools

Date: 10/25/05