

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Administrative Assistant to Assistant Superintendent for Human Resources

**Supervisor:** Assistant Superintendent of  
Human Resources  
**FLSA Status:** Non-Exempt **Employee Group:** At-Will

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#### Qualifications:

1. High School diploma or equivalent.
2. Comprehensive understanding of Microsoft Office and Human Resources Information System (HRIS) software experience preferred.
3. Knowledge of common office software and equipment use.
4. Excellent organizational skills.
5. High degree of confidentiality.
6. Exceptional interpersonal and communication skills, both written and verbal.

#### Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Type a variety of correspondence such as memos, letters, and confidential documents for the Assistant Superintendent of Human Resources.
3. Maintain appointments and calendar for Assistant Superintendent of Human Resources.
4. Process and maintain all applications, new hires, transfers and substitutes.
5. Act as initial reference for stakeholder inquiries and questions into the HR Department.
6. Maintain substitute placement system and process substitutes.
7. Process accrual tracking in absence of Payroll Specialist.
8. Process required staff attendance reports and records.
9. Reconcile and coordinate substitute pay information in absence of Payroll Specialist.
10. Process payroll in absence of Payroll Specialist.
11. Prepare confidential documents for negotiations.
12. Maintain and order office supplies and equipment.

13. Distribute department mail.
14. Participate in developing department goals, objectives and systems.
15. Keep current with best practices and requirements as they relate to your job assignment.
16. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.