

**HUMAN RESOURCES CLERK
(Board Office/Superintendents' Department)**

Position Summary

Under the direction of the Assistant Superintendent - Personnel, perform clerical duties in support of all of the board office executive assistants, the major responsibility being that of human resources clerk.

For direction, reports to the Executive Assistant - Human Resources.

Hours of work 7:00 a.m. to 3:00 p.m. (may need to be adjusted).

Administration Duties

As this is an evolving position that is expected to grow, responsibilities include but are not limited to:

- Set up new substitute teachers in CIMS database.
- Prepares all substitute teacher contracts.
- Prepares employment confirmation letters for substitute teachers.
- Maintaining employee records (both computerized and hard copy).
- Maintains the absence reporting system (Automated Educational Substitute Operator System, "Aesop").
- Ensures qualified substitutes are provided for professional and nonprofessional staff absences.
- Ensures supply teachers are assigned daily and assignments are updated.
- Prepares absence reports as required.
- Ensures required documents, criminal record check, child abuse check, payroll documents are received for new employees.
- Generate the creation of email accounts for substitute teachers.
- Maintains employee attendance records at workshops in CIMS.

Revised: December 13, 2021

Revised: December 16, 2013

Adopted: April 26, 1999

- Organize and conduct substitute teacher orientation sessions.
- Reconciling substitute lists yearly.
- Unlock building - disarm alarm.
- Disable voice mail and retrieve messages.

Clerical Duties

- Verify daily change report from CIMS/Aesop download and fix errors.
- Verify Educational Assistants going to term, send follow-up email and Aesop email.
- Create, organize, and maintain personnel filing systems. Proactive in developing new efficiencies. Includes scanning and filing documents and uploading to CIMS and attaching copies in electronic personnel files when required.
- Deal with complaints that arise in the absence of the supervisor.
- Provide switchboard relief.

Payroll Duties

- Provides payroll with direct deposit forms for new employees.
- Audits the absence reasons entered in Aesop and makes necessary adjustments.

Education

- Grade 12.
- Typing 60 w.p.m.
- Competency on Aesop, CIMS, applytoeducation.com, and Microsoft Office programs.
- Use of switchboard, multi-line telephone, photocopier, and other pieces of office equipment.

Experience

- Six months to one year on the job.

Physical Demands

- Eye strain from computer, neck strain, sitting for long periods of time and intense concentration.
- Constantly on telephone - sore neck.

Working Conditions

- Frequent interruptions.
- Conflicting demands.
- Occasional after hour attendance at educational seminars.