



## Embracing Today – Inspiring Tomorrow

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PATTON | OLIVE | IVY HILL | GREENBRIER | THOMAS

WINDSOR | WESTGATE | DRYDEN | SOUTH

### Administrative Assistant to the Assistant Superintendent of Personnel and Planning

#### Certified Staff Responsibilities:

- Prepares contracts for all certified staff.
- Meets with new certified staff to explain contract and paperwork.
- Fingerprints all new certified staff including administrators.
- Inputs all new certified employee information into Skyward.
- Processes paperwork for all certified employees with employment, change of status, resignation, retirement, release or dismissal, leave of absence & job share.
- Maintains all certified staff files.
- Keeps record of all ATA staff, their FTE, building and all new hires to be shared with ATA president.
- Maintains manual records and electronic databases of job share and leave of absence information. Performs necessary duties according to ATA contract on requesting the return from leave of absence or extended leave of absence and the continuation of a job share or establishing a new job share.
- Keeps track of tenure and non-tenure status. Collaborates with principals in regard to their teacher's status in order for them to decide upon their continuing to work or granting them tenure.
- Sends out email notices in regard to fall and spring lane changes for all certified staff. Processes transcripts for additional coursework for pay increases in fall and spring.
- Prepares SB7 seniority reports.

#### Other Responsibilities

- Prepares Personnel Reports for Board of Education meetings including new hires, change of status, resignations, retirements, RIF/Honorable Dismissals, non-renewal of contracts for all certified and non-certified staff.
- Prepares documentation for RIF/Honorable Dismissal, Release and Recall to be distributed to certified and non-certified staff.
- Works with Director of Student Services on Recall of Honorable Dismissal for special education teaching assistants.
- Performs Skyward rollover into new fiscal year for all District 25 employees, including input of all new calendars, matrix's, positions and assignments.
- Responsible for calculating salary/stipends for all full and part-time, certified and non-certified staff.
- Responsible for calculating and contacting the Payroll Manger with any stipend changes throughout the year.
- Collaborates with Payroll Manager to export all necessary information to Payroll for employee compensation in Skyward at the beginning of the fiscal year and after each new hire during the year.
- Prepares and distributes employment yearly contracts for all administrators.
- Prepares and distributes salary notifications to all certified and non-certified staff each year.
- Prepares and distributes letters to all non-certified staff (other than facilities) in the spring asking if they are interested in returning for the next year.
- Prepares letters for Personal Business Day requests for certified and non-certified staff.
- Prepares unemployment claims for Personnel Planners.
- Receives, processes and maintains all fingerprint results for all new employees, construction workers and volunteers.
- Fingerprints all new volunteers.
- Generates and processes personnel and administrative state/county and federal reports.
- Processes paperwork for state waivers.