



Embracing Today – Inspiring Tomorrow

PATTON | OLIVE | IVY HILL | GREENBRIER | THOMAS
WINDSOR | WESTGATE | DRYDEN | SOUTH

Personnel Administrative Assistant

Certified Staff Responsibilities:

New hire/termination paperwork for substitute teachers, teaching assistants and sub nurses.

Maintaining their personnel files/certifications.

Maintaining GCN (Global Compliance Network) website:

- Profiles management
- Annual rollover
- Reporting

Maintaining Aesop website (Aesop super user) both on the employee and substitute side:

- Creating employee and substitute profiles
- Main Aesop contact person
- Entering the annual school calendar
- Monitoring daily absences and unfilled absences
- Maintaining profiles
- Substitute Training pay
- Reporting
- Training

Placement, paperwork and fingerprinting of student teachers and students for observation hours.

Securing substitute teachers for FMLA's.

Coordinating the annual substitute meeting.

Update the substitute handbook yearly.

Evaluation process.

Summer Custodians paperwork/fingerprinting and orientation.

Maintaining the PCARD statements and payments.

Processing Invoices for personnel department.