



## Embracing Today – Inspiring Tomorrow

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

### Personnel Administrative Assistant

#### Certified Staff Responsibilities:

Assist in managing the hiring process by

- Coordinating job fair schedules/materials
- Posting all open positions on district website, university job boards, newspaper, Illinois Job Bank, etc.
- Scheduling interviews
- Assembling interview binders for interviewees
- Setting rooms for interviews
- Sending "no thank you" letters to candidates that do not advance
- Maintain record of interviews and open positions
- Maintain notes in Applitrack

Complete IWAS reports including

- Non-certified staff survey
- Public School Calendar
- Recognition of Schools

Maintain Employee Recognition database

Summer School paperwork for Summer U/ESY staff

Update Staff Directory yearly

Update ESP, TCARN and Food Service Handbooks yearly

Update Employee Emergency Contact Forms yearly

Maintain Employee Emergency Call List

Update Employee Box Calendars

New Hire/Termination paperwork for non-certified staff (Food Service, Maintenance, Lunch/Play, Secretaries, Teaching Assistants)

Reception lunch coverage

Certification compliance for all current employees