



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Administrative Assistant to the Director of Human Resources

Employee Group: Administrative Assistant

Classification: AA-L3

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Human Resources

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Advanced computer skills and ability to operate office equipment
3. Proficiency in oral and written communication skills and excellent customer service
4. Ability to assume responsibility, display initiative, think critically and exercise good judgment

Preferred experience:

Post-secondary degree in human resources, business, or related field

Job related experience in schools or public sector

Knowledge of software currently used in the district - Skyward, Google and Microsoft Suite

Additional training or education related to technology, Skyward, and DPI reporting

General Responsibilities:

Provides confidential, efficient, and effective administrative support to the Human Resources Department. Assists in the coordination of daily HR operations and serves as a key point of contact for employees, applicants, and external partners. Ensures the smooth flow of information, maintains accurate records, and upholds a high level of professionalism and discretion in handling sensitive personnel matters. Collaborates closely with team members to accomplish objectives established by the Director.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Maintain confidential personnel records and databases in compliance with district policies and state/federal regulations.
2. Assist in the preparation, posting, and processing of employment applications, job openings, interviews, contracts, assignments and personnel changes in both internal and external sites.
3. Coordinate and track required employee documentation such as licenses, certifications, pre-employment documents and background checks.
4. Support onboarding and orientation activities for new employees.

5. Assist with the preparation, distribution, and documentation of letters of intent, contracts, and end of employment documentation.
6. Process financial transactions including requisitions, cash receipts, purchase orders, journal entries, and credit cards following all business services internal controls and procedures for financial practices.
7. Respond to employee and applicant inquiries in a professional and customer-service-oriented manner.
8. Monitor the staff attendance database, coordinating necessary approvals or inquiries for more information with staff and supervisors.
9. Maintain work calendars, substitute hiring processes, the substitute technology platform and related tasks in conjunction with the director and building offices.
10. Order supplies/ materials / equipment including any required bid purchases for the department.
11. Work closely with the director and department staff to prioritize department functions and plan schedules to meet deadlines, recommending actions to improve operating procedures. Assist department team members with the completion of major projects as they arise.
12. Prepare and maintain administrator and hourly job evaluation records, providing notice to the necessary partners.
13. Maintain up to date web pages and forms for the department.
14. Schedule and coordinate meetings, appointments, and special events for the director. This includes compiling meeting materials, scheduling rooms, recording and preparing minutes, and following up on future agenda and action items.
15. Answer telephone, take messages, create responses, prepare and properly handle mail/email, correspondence and other documentation in a timely fashion.
16. Serve as a liaison between the HR office and other departments, ensuring timely and accurate communication involving personnel matters.
17. Organize and maintain an efficient office including digital and paper workable filing systems with attention to accuracy and confidentiality.
18. File reports with local, state and federal government agencies.
19. Coordinate the quarterly staff recognition award process including nominations, voting and the annual recognition program and years of service for staff.
20. Process worker's compensation paperwork. Act as liaison between the employee, insurance carrier and worker's compensation carrier. Maintain OSHA logs and post annual OSHA reports as required under federal regulations.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, staff, families and any other district-related issues.
- Perform other responsibilities as assigned by the Director of Human Resource.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English; write reports and business correspondence. Accurate data entry and numerical processing.

Read and interpret documents such as local, state or federal reporting forms, procedure manuals, financial documents and governmental regulations.

Ability to effectively present information and respond to questions from diverse groups of administrators, staff, contractors and applicants.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.

Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment.

Adapt to changing work priorities with interruptions.

Ability to work independently.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials up to 10 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

This job is performed indoors in an office setting. The noise level in the work environment is low, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: February 2008

Revised: October 2025