

## ELK ISLAND PUBLIC SCHOOLS -- POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION

Position Title: Administrative Assistant II Department/School: Human Resources

Name of Incumbent: \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_, Director, Teacher Personnel

Approval Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Supervisor)

### 2. FUNCTION AND PURPOSE OF POSITION

This position provides Human Resources administrative and transactional support to the Director. The function of this position is to ensure the accurate entry of all teacher HR/Payroll transactions / information into the Human Resources Information System (HRIS), ensuring employees are compensated correctly and timely, the preparation / issuance of certificated contracts of employment, applicable correspondence.

This position also assists in the efficient operation of the Human Resources Department (HR) by participating as a "team" member, ie sharing knowledge /expertise/training on HR applications, and ensuring that other HR functions, as noted below, are effectively carried out, with a minimum of supervision.

#### ACTIVITY A: ADMINISTRATIVE & TECHNICAL OPERATIONS

(Staffing – Teachers – approx. 920 )

##### Recruitment

- Prepare contracts of offer of employment and correspondence using templates and customizing as needed.
- Ensure teaching contracts are offered under the applicable section of *the School Act*.
- Create and maintain numerous spreadsheets to monitor and track information required for staffing, EIPS depts./schools and external departments, as needed, and provide follow-up, as required. (ie, "condition of employment" documentation, receipt of contracts, evaluations/recommendations for probationary/continuing contracts; returns from leave; valid teaching certificates).
- Determine correct GL coding based on established guidelines for temporary replacements; calculating percentage splits to different GL codes.
- Determine salary by assessing documents and calculating placement on salary grid in accordance with Teachers' Collective Agreement (TCA) and ATA guidelines.
- Experience Verifications – provide history of teaching experience to current and/or previous employees, as requested.

### **Job Advertisements**

- Create certificated job ads post live on EIPS website
- Backup for posting administrative positions on EIPS website.

### **Orientation**

- Provide orientation to new employees –explain terms of contract, compensation/increments granted in accordance with TCA, ie documentation required in order to be set up on correct salary grid.
- New Teacher Orientation – issue invitations; prepare orientation packages; assist throughout day.

### **Technical**

- Reports - run/customize reports to provide information to both internal/external stakeholders, from actuate software to extract information from both Payroll/HRIS systems
- HRIS – update procedures when upgrades to HRIS occur, ie occupation codes, create longevity codes for allowances

### **Teacher Certification**

- Determine eligibility listing for permanent certification using established guidelines for Alberta Education.
- Provide employees' names to principals for required evaluations/recommendations.
- Establish listing of teaching certificates needing extensions and provide applicable employees with required documentation.
- Draft/submit online through Alberta Education Extranet TWINS website recommendation/extension forms and provide to employees; monitor for receipt of signed forms/processing fees; send to Alberta Education for processing
- Monitor for new certificates; enter new information on HRIS; follow-up on any delinquent evaluations / recommendations / fees.

### **Financial**

- Teacher Certification – collect/receive processing fee for permanent / extensions of teaching certificates and submit to Alberta Education.
- Budgets – generate Director, HR's detailed and summary budget reports, monthly – review and flag discrepancies; update Finance Budget Template for sub dept 430, as needed
- Teacher Increments – determinate eligibility; process bi-annually, as per TCA guidelines;
- Secondments - provide secondment salary / benefits information to stakeholder; monitor for receipt of contracts; entry on HRIS; maintain spreadsheet of secondees; update on an ongoing basis.
- Coordinator / travel allowances – update on Payroll system yearly; maintain spreadsheets

## **ACTIVITY B: HUMAN RESOURCES & PAYROLL TRANSACTIONAL OPERATIONS**

**HRIS** - Responsible for accurate entry of all teacher HR/Payroll transactions on HRIS that occur on a daily basis, as follows:

### **New Hires**

- Set up on Payroll through HRIS, assign employee numbers, ensure information on HRIS is valid and correct to ensure proper compensation.

### **Existing Employees**

- Changes to employee information - Review change forms for accuracy; enter all Payroll transactions into HRIS, ensuring payroll deadlines are adhered to.
- Salary Increments – process bi-annually, as per TCA guidelines.

**Remote Time Entry of Absences** – (for HR admin – Assoc. Supt., two Directors) –

- Record absences, generate Payroll Period Exceptions Report, to meet monthly Payroll deadlines.

## ACTIVITY C: OTHER

### **Long Service and Retirement Event**

- Establish eligibility listing; format LS&R booklet; arrange for printing; provide projections for ordering of pins/invitations.

### **Teacher Registry**

- Prepare and submit listing of all EIPS certificated employees to Alberta Education (bi-annually) – update/run Oracle query; review/analyze report for accuracy and submit through Alberta Education Extranet / TWINS.

### **ASBA Teacher Distribution Survey**

- On an annual basis, generate report; analyze information and prepare as per ASBA's survey guidelines; submit by deadline.

### **Human Resources Business Files**

- Maintain an accurate and accessible business filing system for HR Dept; update subject listing/create new files/purge/retrieve information, as required.

**EXPERIENCE / TRAINING** - Human Resources Certificate is mandatory. Grade 12 supplemented by related Human Resources / business courses – equivalencies will be considered. Three to five years of related experience is required.

### **QUALIFICATIONS:**

- Post-secondary related training, HR certificate would be considered an asset.
- A minimum of three years of professional level administration experience (i.e HR Assistant/Health & Safety Administrator, Administrative Assistant, Office Manager, etc)
- Experience working with legal documents, such as employment contracts, offers of employment, employee change letters, memorandums and other miscellaneous communications
- Passion for learning, correct spelling, grammar, punctuation and formatting;
- Exceptional follow-up, multi-tasking and administrative skills, with an advanced working knowledge of Microsoft Office;
- Ability to handle confidential and/or sensitive information with diplomacy;
- Commitment to exceeding your (internal) customer's expectations;
- The ability to think critically and evaluate the task at hand with the information that you have been provided. You must be willing to ask questions and seek to understand while considering all angles.