

STAFF ASSISTANT – ADMINISTRATION AND PERSONNEL  
(MAMARONECK #1)

GENERAL STATEMENT OF DUTIES: Provides administrative support to the Assistant Superintendent for Administration and Personnel in the Mamaroneck #1 School District; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Superintendent for Administration and Personnel, the incumbent of this position is responsible for providing administrative support in various aspects of the District's personnel functions. Responsibilities include designing of materials for and assisting in presenting various training programs; conducting initial investigations into sexual harassment, child abuse or other complaints; conducting preliminary interviews of job applicants; verifying and maintaining records of Teaching Assistant and Teacher certifications, and other personnel related functions. The incumbent works closely with professional and non-professional staff as well as school district legal counsel. This position also has a significant public contact, in person and over the phone. The incumbent must exercise a considerable amount of independent judgment in carrying out the duties of this position. Supervision may be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the design of materials and in the presentation of annual mandated training programs for school personnel (i.e., sexual harassment, child abuse, violent and disruptive incident reporting, etc.),

Conducts preliminary investigations into complaints of sexual harassment, child abuse, etc., as directed, and submits findings to the Assistant Superintendent for Administration and Personnel;

Receives applications or resumes, pre-screens applications for appointment, conducting reference checks, etc.,

Conducts preliminary interviews of non-instructional and substitute personnel and recommends finalists;

Acts as a liaison between the district and the New York State Education Department's Office of Teacher Certification on all matters regarding certification requirements and makes applications as required;

Works with district legal counsel on matters of investigations, training programs and content of policy manuals;

Attends meetings and conferences on behalf of the Assistant Superintendent for Administration and Personnel, as necessary;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

EXAMPLES OF WORK (Illustrative Only) (continued)

May assist in preparing for negotiations with employee organizations by compiling comparability data and preparing documents for review by the administration, legal counsel and Board of Education;

May supervise the daily office support activities which include setting appointments, receiving visitors, handling telephone inquiries, opening and screening mail, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of employee interviewing and interviewing techniques; good knowledge of the principles and practices of public personnel administration; good knowledge of the principles and practices of office management; good oral and written communication skills; ability to plan and prioritize work assignments; ability to establish and maintain effective working relationships with school district administrators, professional and non-professional staff, parents and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative, tact; integrity; sound judgment; thoroughness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) one year of college (minimum 30 credits) and five (5) years of work experience which must have included interviewing; job recruitment; employee training programs, or the evaluation of documents or credentials, (i.e.; teacher certifications, insurance claims, etc.); or b) an Associates' Degree and four (4) years of experience as in (a) above; or c) a Bachelor's Degree and two (2) years of experience as in (a) above; or d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.