

TITLE: PAYROLL CLERK/HR

QUALIFICATIONS

1. Bachelor's degree (B.A. or B.S.) or equivalent in education, personnel, or another relevant field, or four to ten years of related experience or an equivalent combination of education and experience.
2. Background that provides comprehensive experience in a personnel related field, extensive personnel experience in the public sector and educationally related or service organizations
3. Knowledge of principles, practices, and trends of public personnel administration in such areas recruitment, examination, classification, and wage and salary administration.
4. Familiarity with policies and laws which impact employer/employee relations, content of collective bargaining agreements, approaches to negotiations, law, risk management principles, and organizational psychology
5. Strong leadership and communication skills
6. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Superintendent

JOB SUMMARY

The Human Resource/Payroll Administrator is responsible for managing and coordinating all aspects of the school district's human resources and payroll functions. This position ensures accurate and timely processing of payroll, maintains employee records, and supports recruitment, hiring, and onboarding processes in compliance with district policies, state regulations, and federal laws.

The Administrator serves as a key resource for staff by providing guidance on employment matters, benefits, contracts, and compensation. This role requires a high level of confidentiality, attention to detail, and organizational skills, while working collaboratively with district leadership, employees, and external agencies.

MAJOR DUTIES AND RESPONSIBILITIES

Sharing Knowledge

1. Monthly processing of District payroll for all employees, including PERSI, benefit administration, FICA/Medicare deposits, third party deductions/payments.
2. Administration of workman's comp claims and administration.
3. Keep abreast of new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and leaves of absence, and termination.
4. Work closely with Business Manager in creating salary schedules to work within Budget.
5. Interpret federal and state law, administrative rules, and Board policy relating to employer/employee relations and advise, direct, and assist, as necessary, in their implementation.
6. Interpret district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
7. Responsible for accurate preparation of Certified employee contracts in accordance with the Master Contract.
8. Serve as a resource person for information relative to the federal and state law, administrative rules, and Board policy pertaining to education and personnel practices
9. Develop personnel policy proposals and recommendations
10. Conduct analyses for district and state reports
11. File reports in a timely manner, seeking Board approval when appropriate
12. Plan, direct, and assist with the human resources function for the district's certificated and classified employees

DIRECTOR OF PERSONNEL

13. Administer all classified and certificated personnel programs of the district in conformity with the requirements of appropriate federal and state law, administrative rules, and Board policy
14. Manage and maintain a district-wide staffing profile
15. Manage and maintain the record-keeping for a system of performance evaluation for employees
16. Provide specialized assistance in the handling of employee problems

Employee Relations and Evaluations

1. Assist with collective bargaining for all bargaining units
2. Participate as a representative of the district during employer/employee contract negotiations
3. Coordinate retirement incentive/option programs
4. Consult with employees on retirement related issues
5. Assist in representing the district at compliance agency hearings

Other

1. Assist Business Manager with development of the annual budgets for human resources and employee-employer relations and monitors expenditures
2. Work collaboratively with other departments, agencies, and work sites
3. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT:

Appointed annually to serve at the pleasure of the Board. Salary to be determined by the Board.

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: CLERK OF THE BOARD

QUALIFICATIONS

1. High school diploma
2. Post high school training in business, accounting, or secretarial skills preferred
3. Must be eligible to be placed under a fidelity bond
4. Previous experience as determined by the Board
5. Strong background in budgeting preferred, including an understanding of the principles and practices of financial accounting and reporting procedures consistent with Generally Accepted Accounting Principles (GAAP), federal and state law, administrative rules, and Board policy
6. Knowledge of accepted business practices, federal and state law, administrative rules, and Board policy governing school districts, including those related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning
7. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
8. Knowledgeable with computers, including word processing, data bases, spread sheets, and reports
9. Organizational, communication, and interpersonal skills
10. Self-motivated
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO School Board and Superintendent

JOB SUMMARY

To maintain district financial records according to federal and state law, administrative rules, and Board policy. To prepare and administer the district budget. To act in the position of clerk of the Board in all respects such as attending Board meetings, recording Board minutes, preparing information and reports, and meeting other requests made by the Board.

MAJOR DUTIES AND RESPONSIBILITIES

Board Record Keeping

1. Assist in preparation of agendas, setting forth all known items of business to be considered at Board meetings
2. Attend all meetings of the Board and keep a record of the proceedings or appoint a temporary clerk to keep a record for any meeting he or she is unable to attend
3. Keep full and accurate minutes of all meetings of the Board and send a copy of such minutes to each Board member prior to the next regular Board meeting
4. Safeguard and maintain all records and papers of the Board
5. Devise a system of acceptable filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications, and publications, and such other documents as the Board may place in the secretary's custody
6. Be responsible for the retention and destruction of public documents in accordance with federal and state law, administrative rules, and Board policy, and serve as the records management officer
7. Post and publish all legal notices
8. Work with the Board and the superintendent in keeping the district policy manual up-to-date and current and assist the superintendent and the Board in developing and updating policies for all aspects of the school business operation
9. Submit paperwork and reports as directed by the Board
10. Maintain graduated student records

CLERK OF THE BOARD/BUSINESS MANAGER

11. Be responsible for processing resignations and retirements, PERSI separation forms as well as insurance forms
12. Attend meetings and training sessions, representing the district and accurately recording items that must be handled by the district

Board Relations/Elections

1. Notify all Board members of regular and special meetings
2. Call special meetings in conformance with the open meetings law whenever requested by the Board President or by a petition signed by a majority of the Board
3. Prepare the official meeting minutes and complete clerical duties including typing, filing, copying, and distributing of correspondence, reports, and memorandums
4. Schedule appointments, meetings, and conferences as requested by the Board
5. Administer the oath of office to newly elected Board Members

Other

1. May be placed under a fidelity bond if required by the Board
2. Administer the district's insurance and risk management program
3. Receive of and process any Tort Claim Notices or lawsuits filed against the District
4. Keep the Board informed of activities and any issues that may arise
5. When assigned, attend district Board meetings and speak on assigned topics
6. Assure that district office personnel are cross-trained to fill in as the business manager in the absence of the business manager
7. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community
8. Schedule meetings with staff when needed
9. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated periodically by the superintendent and/or School Board in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.