

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
May 5, 2025



POSITION: Executive Assistant (Non-Union)
LOCATION: Centennial District Office – Human Resources Department
HOURS: 8 Hours Per Day (7:30am – 4:00pm)
CALENDAR: 260 Days Annually; July - June (will be prorated based on start date)
SALARY: \$36.94 - \$41.04 Per Hour
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: May 26, 2025, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT/S: The Executive Assistant to Human Resources provides high-level administrative and confidential support to the Director of Human Resources, while coordinating key functions of the Human Resources department, ensuring compliance with employment regulations, facilitating timely communication and documentation, and supporting District-wide Human Resource functions including onboarding, licensure, payroll, and staff relations.

ESSENTIAL JOB FUNCTIONS:

- Provide executive assistant support to the Director of Human Resources.
- Represent the Human Resources Department professionally and exercise sound judgment in the receiving and disseminating of information in all communication with the public and staff.
- Monitor systems, workflow efficiency and accuracy, assigned activities and critical timelines (e.g. hiring new staff, license renewals, employment verifications, etc.) for the purpose of maximizing the efficiency of the Human Resources Department, administrative requests and state and federal requirements.
- Respond to Human Resources inquiries and prepare communications (e.g., meeting notices, reports, correspondence) to District personnel, the public, and state agencies in a professional, timely, and confidential manner.
- Maintain confidential Human Resources records and databases including personnel files, licensure and licensure renewals, evaluations, salary placements, and employment verifications.
- Oversee and implement employee onboarding and offboarding processes, including compliance with employment documentation (e.g., background checks, fingerprinting, collection of W-4s, I-9s) and orientation protocols.
- Oversee and process calculation of salaries (e.g. stepovers, range/step/hour changes, final pay, etc.), develop contracts, create support staff calendars and assist in the fiscal year end process.
- Maintain strict confidentiality in all personnel and Human Resources matters.
- Prepare accurate reports for District implementation monitoring, ODE reporting, PowerSchool, SafeSchools compliance, and Board documentation including but not limited to, Absence Management, Union Reports, TimeClock Plus, Infinite Visions, District Website, Employee Access Portal, Language Assessment (Stamp 4s), NIM/UMRA, FMX ticket system, and Synergy.
- Oversee and support administration of Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Americans with Disabilities Act (ADA) accommodations, Oregon Paid Family Leave, and Workers' Compensation processes.

OTHER JOB FUNCTIONS:

- Assist in the supervision, direction, and evaluation of the performance of department personnel.
- Oversee and support coordination of staff recognition events, employee appreciation, and mentorship programs.
- Assist with preparation of reports and data submissions to the Oregon Department of Education and other regulatory bodies.
- Arrange travel, meeting logistics, and conference attendance for the Human Resources department.
- Provide data and assistance related to bargaining, grievances, complaints, and personnel matters.
- Assist with public records requests and confidential correspondence.
- Support department activities, including student teacher placement, in accordance with guidelines.
- Support Human Resources webpage management and District communication related to Human Resources.
- Coordinate calendar management and scheduling for Human Resources leadership and related meetings.
- Perform other duties, as assigned.

JOB REQUIREMENTS – QUALIFICATIONS:

- **Education & Experience:**
 - High school diploma or equivalent; Associate's or Bachelor's degree preferred.
 - Minimum three (3) years of prior job-related experience with increasing levels of responsibility, preferably in Human Resources in an educational setting, with supervision responsibilities.
 - Human Resources Certification preferred.
- **Knowledge, Skills & Competencies:**
 - Experience and proficiency in office software (MS Word, Excel, Google Suite, database systems) and web-based Human Resources platforms (e.g., PowerSchool, Infinite Visions, SafeSchools).
 - Strong working knowledge of employment laws, collective bargaining agreements, Board and Human Resources policies, Administrative Regulations, and state Human Resources procedures.
 - Exceptional organizational, problem-solving, and time-management skills.
 - Capable of managing multiple projects and deadlines simultaneously.
 - Ability to interpret policies and communicate effectively with diverse stakeholders.
 - Knowledge of personnel regulations, basic accounting, and financial/statistical recordkeeping.
 - Understand and carry out oral and written instructions.
 - Discretion and professionalism in handling sensitive or confidential information.
- **Disposition:**
 - Commitment to equity and willingness to engage in continuous learning around equity issues in education and Human Resources.
 - Ethical and reliable with strong attention to detail.
 - Demonstrates initiative and adaptability in a fast-paced environment.
 - Maintains a service-oriented mindset toward staff and community.
- **Physical Abilities:**
 - Sitting for prolonged periods; lifting and carrying up to 50 pounds; reaching/ handling/fingering office equipment and objects; talking/hearing conversations; visual acuity.
- **Licenses, Bonding, and/or Testing Required:** Valid driver's license and Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

TO APPLY:

To be considered for this position, applicants are required to apply online through [PowerSchool SchoolSpring](#) with the following documents uploaded:

1. Letter of Interest/Cover Letter
2. Current Resume
3. Three (3) Current Letters of Recommendation

For information about the position, contact:

Mairi Scott-Aguirre, Interim Director of Human Resources
Email: mairi_scott-aguirre@csd28j.org

For questions about applying, contact:

Shannon Burley, Confidential II Secretary
Email: shannon_burley@csd28j.org

OAR RULES REQUIRE THE FINGERPRINTING OF ANY PERSON NEWLY HIRED.