



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666
FAX (847)-675-7675

Coordinator of Business and Human Resources

Primary Function

To assist in the management of the Business Office and the fiscal and human resources of the District.

Organizational Relationships

Reports to the Business Manager.

Qualifications

- Graduation from a college with BA degree in a business-related field or human resources. Master's Degree, preferred.
- Demonstrated skill in management of financial systems.
- Competence in use of computers, financial software and various related programs.
- Detail oriented with strong analytical abilities
- Proficient skill in mathematics including basic computation, percentages, rates, and working with money.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel and student information with confidentiality.
- Ability to make computations with speed and accuracy.
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.

Performance Responsibilities

1. Manage and lead the district registration process.
2. Maintains the employee benefit programs including medical, dental, long-term disability and life insurance coverage.
3. Responsible for unemployment claims and FMLA leaves

4. Process TSA and credit union requests.
5. Accounts for vacation, personal, professional and sick leave benefits for employees.
6. Manage the onboarding of new employees.
7. Coordinate the human resources functions of the school district and assist with labor negotiations.
8. Assist the Business Manager with the annual budget development and long range financial planning.
9. Serve as backup to Payroll.
10. Coordinate accounting functions with the Treasurer.
11. Perform other related duties as assigned by the Business Manager.

Terms of Employment

12-month position (260 work days). Salary and work year determined by the Board of Education

Performance Evaluation

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.