



GENERAL INFORMATION

TITLE..... Administrative Assistant for Human Resources
DEPARTMENT..... Confidential
LICENSURE N/A
ENDORSEMENT..... N/A
CLASSIFICATION Confidential
FLSA STATUS..... Exempt
REPORTS TO Assistant Superintendent for Human Resources
SUPERVISORY RESPONSIBILITIES..... N/A
PRIOR EXPERIENCE Three years of secretarial work.
EVALUATION Evaluated by the Assistant Superintendent of Human Resources and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance and the inclusion of informal observation data. The evaluation cycle for the Administrative Assistant for Human Resources shall be one fiscal year.

JOB GOAL

To regularly and directly assist the Assistant Superintendent for Human Resources in the coordination of all Department for Human Resources functions as defined by the Board of Education’s policies and procedures and the Illinois School Code.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

In coordination with the Assistant Superintendent for Human Resources the Administrative Assistant for Human Resources will:

- Obtain, gather, and organize pertinent data provided by the Assistant Superintendent for Human Resources and present in useable form. Process incoming correspondence as instructed.
- Place and receive telephone calls, record messages, and support switchboard back-up if needed.
- Maintain a working knowledge of appointments via the Google calendar and make arrangements for conferences.
- Organize new teacher orientation; including the acquisition of space, order food, distribute agendas and schedules.
- Schedule interviews for posted vacancies and notify new hires, utilizing hiring software package.
- Disseminate, explain and verify completion of all payroll, benefit, and District policy forms and reports required for the intake of hired staff and substitutes.
- Maintain all staff personnel files including substitutes and seasonal maintenance workers by scanning and purging non active employees and keeping active files current.
- Process coursework pre-approvals and record hours of course work accumulated in personnel files within the education records.
- Process all authorized course reimbursements after coursework is completed. Submit proper forms to Department of Business.
- Process recertification requests and National Board Certified Teacher stipend requests per the collective bargaining agreement.
- Maintain a working knowledge of the Educator Licensure Information System (ELIS).
- Conduct annual reviews of staff and substitute licensure.
- Prepare certified and classified contract letters after Board approval.
- Prepare and distribute annual Employment Verification Letters.
- Distribute completed forms to other administrative departments in accordance with procedures; this includes the creation of new personnel files.
- Process data for new staff members who participate in student based activities through the Illinois Violent Offender Registry and the Illinois Sex Offender Registries.
- Organize the requisition of supplies, materials and equipment specific to the Department of Human Resources in accordance with District procedures.

- Discuss leave options with inquiring staff members including any FMLA options. Process includes the dissemination of leave approvals, denials, and Board outcomes per mandated FMLA compliance procedures and collective bargaining agreements.
- Process mandated state reports including but not limited to the Certified and Non-Certified Staff Salary Study, the Application for the Recognition of Schools, the TSR report, the Unfilled Positions Report, and the EIS (Employment Information System).
- Process staff attendance in Skyward and AESOP systems for existing staff and new hires, including on-going system reviews and the end of year roll-over.
- Collaborate with Special Education department for monthly account code tracking for staff absences.
- Update AESOP and Skyward management systems specific to staff updates and new hire data entry.
- Process the applications for substitute employees, including intake and system maintenance.
- Prepare and present the annual DPS109 Substitute Academy designed to educate subs on District procedures, technology, and programming.
- Preparation of the monthly substitute payroll.
- Process new hire background checks and fingerprints. This includes the PTO organized after school programs, extra-curricular coaches/sponsors, and seasonal maintenance workers. Review prints for non-compliant issues.
- Process billing invoices for fingerprint statements from both local police and State police.
- Compile and prepare various agenda items for monthly Board Meetings.
- Maintain I-9 files in accordance with state and federal procedures.
- Assist with annual Kindergarten Registration.
- Review online staff compliance sites within the employee information portal for Personal Information Updates and Life Changing Events. Report data to the benefits department.
- Process requests for employment verifications specific to Human Resources and forward all other requests to payroll.
- Process staff member mileage reimbursements and submit to payroll.
- Work with technology service provider regarding email and login account activations for new staff, staff changes and long term substitutes.
- Work with payroll and benefits departments on various personnel related questions and reports.
- Attend staff development opportunities specific to job duties as needed and/or required.
- Perform other duties as assigned by the Assistant Superintendent for Human Resources

MENTAL DEMANDS

Knowledge

The employee must have sound knowledge of best practices in personnel and human resources operations; secretarial work; technology usage; and excellent skills specific to social interactions.

Ability

The employee shall implement, deliver, and evaluate the district's policies and procedures as defined by the Board of Education; engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop personal staff development; read a variety of materials; handle and maintain the confidentiality of employee, student, school board, collective bargaining, and other sensitive District information; implement a people centered approach to human resources, problem-solving and conflict-resolution; ability to work cooperatively and effectively with other certified and non-certified personnel and applicants; be of good moral character and possessing temperate, ethical, and industrious habits.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; three years prior experience as a secretary; and such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a district setting which includes children, and may be subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, LMC, and busses.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

REVIEWED/REVISED

- March 24, 2014