



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Administrator for Human Resources

Primary Function

Manage all aspects of employee relations within the school district, including recruitment, hiring, onboarding, performance evaluations, employee development, conflict resolution, and ensuring compliance with labor laws, contractual obligations and district policies.

Organizational Relationships

The Administrator for Human Resources reports directly to the Superintendent. The following position reports directly to the Administrator for Human Resources:

- Coordinator of Human Resources

Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Experience in building administration with a proven track record of success in managing day-to-day operations, staff, and resources within an educational or organizational setting
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Fluency in a second language, preferred
- Ability to handle all district information with confidentiality
- 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.

Performance Responsibilities

1. Recruitment and Staffing

Oversee the recruitment, screening, and selection of staff, including teachers, administrative

personnel, support staff, and substitutes, to ensure the district attracts and retains highly qualified individuals.

2. Employee Onboarding and Orientation

Coordinate and facilitate the onboarding and orientation process for new hires, ensuring they understand district policies, procedures, and culture.

3. Employee Relations and Support

Serve as a resource for staff and administrators regarding workplace issues, conflict resolution, complaint investigations, and performance concerns, fostering a positive and productive work environment.

4. Performance Appraisal Systems

Manage and implement the employee performance evaluation process for all staff, ensuring evaluations are conducted timely and used for professional growth and development.

5. Compliance with Employment Laws

Ensure the district complies with all applicable federal, state, and local labor laws, including those related to equal employment opportunity, non-discrimination, wage and hour regulations, and labor relations.

6. Employee Records Management

Maintain accurate and confidential employee records in compliance with legal requirements, district policies, and best practices for documentation and data protection.

7. Contract Negotiation and Administration

Assist in the negotiation, interpretation, and administration of employee contracts, including collective bargaining agreements for unionized staff, ensuring compliance with contractual obligations.

8. Workplace Safety and Health

Collaborate with other departments to develop and implement policies and procedures that promote a safe and healthy work environment for all district staff. Coordinate the employee assistance and wellness programs.

9. Equitable Opportunities for All Employees

Promote and support the district's initiatives by implementing programs, policies, and practices that foster a diverse workforce and ensure equitable opportunities for all employees.

10. Management of Leaves

Administer and track employee leave programs, including sick leave, personal leave, family and medical leave (FMLA), and other leave types, ensuring compliance with district policies and state/federal laws.

11. Compensation and Payroll

Ensure that accurate and timely information is provided to the payroll department for the processing of employee compensation, including salary adjustments, stipends, paid/unpaid leaves, retirement incentives, and compliance with salary schedules.

12. Mandated Trainings

Ensure all district staff complete required training and professional development as mandated by federal, state, and local laws, as well as district policies (e.g., child abuse reporting, sexual harassment, CPR, safety protocols, etc.)

13. Tuition Reimbursement and Salary Advancement

Administer and monitor the district's tuition reimbursement and salary advancement programs, ensuring compliance with contractual agreements, district policies, and state/federal regulations, and facilitating timely approvals and disbursements by accounts payable.

14. Other duties as assigned by the Superintendent of Schools

Terms of Employment

12-month position (260 work days) from July 1st to June 30th with twenty (20) vacation days.

Performance Evaluation

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.