

Position: Human Resources Assistant

Job Summary: The Human Resources Assistant provides essential administrative support to the District Office, assisting with recruitment, employee records, benefits administration, and compliance with district policies and employment laws. This role is critical in maintaining efficient HR operations, fostering positive employee relations, and ensuring the highest level of confidentiality and professionalism. The candidate is detail-oriented, organized, and committed to supporting a positive and productive work environment for all district employees.

Qualifications/Minimum Requirements:

1. A high school diploma or equivalent; a bachelor's degree in business administration, human resources, or a related field is preferred.
2. Minimum of 2 years of administrative or HR-related experience, preferably in a school district or public sector setting.
3. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
4. Familiarity with HR software and systems; experience with payroll or applicant tracking systems is a plus.
5. Strong organizational and multitasking skills with attention to detail.
6. Excellent communication skills, both verbal and written.
7. Ability to maintain confidentiality and handle sensitive information appropriately.
8. Knowledge of employment laws, school district policies, and procedures is preferred.

Reports to: Superintendent/Assistant Superintendent

Responsibilities:

Administrative Support

- Provide administrative assistance to the Superintendent, Assistant Superintendent, and HR department staff.
- Maintain and update employee records, ensuring accuracy and confidentiality.
- Assist with the onboarding and orientation process for new hires.
- Schedule and coordinate interviews, meetings, and training sessions.

Recruitment and Staffing

- Post job openings on internal and external platforms, ensuring compliance with district policies.
- Assist with reviewing resumes, scheduling interviews, and corresponding with candidates.
- Support the preparation of employment contracts and offer letters.

Employee Relations and Benefits Administration

- Serve as a point of contact for employee inquiries regarding benefits, payroll, and policies.
- Assist in administering employee benefits, including health, dental, and vision insurance and retirement plans.
- Track and process employee leave requests, including vacation, sick leave, and personal days.

Compliance and Reporting

- Ensure compliance with district policies, employment laws, and collective bargaining agreements.
- Maintain up-to-date knowledge of HR policies and best practices.

Other Duties

- Assist with special projects and initiatives as directed by the Superintendent or Assistant Superintendent.
- Manage correspondence, filing, and other clerical tasks as needed to support HR operations.

Day-to Day Duties:

- Coordination of Personnel Transaction Forms.
- Open enrollment (in coordination with payroll).
- New hire paperwork and orientation.
- Onboarding/Offboarding tracking background checks, all hiring paperwork.
- ROE compliance–personnel.
- Staff directory updates.
- Benefits administration.
- EIS updates and reporting evaluations for all certified staff and paras.
- Review of retiree insurance (March).
- Communication to retirees re: open enrollment.
- Workers Compensation.
- Frontline job postings, ROE website, IASA job bank.
- Frontline Absence management for staff and process subs.
- Maintain Seniority Lists.
- Clerical support for ELN-mandated training

Benefits:

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Retirement plan options through the Illinois Municipal Retirement Fund (IMRF).
- Paid time off, including vacation, sick leave, and personal days.
- Professional development opportunities to support career growth.