



GENERAL INFORMATION

<i>TITLE</i>	Human Resources Coordinator
<i>DEPARTMENT</i>	Confidential
<i>LICENSURE</i>	N/A
<i>ENDORSEMENT</i>	N/A
<i>CERTIFICATION</i>	pHCLE, aPHR, PHR, and/or SHRM-CP is preferred
<i>CLASSIFICATION</i>	Confidential
<i>FLSA STATUS</i>	Exempt
<i>REPORTS TO</i>	Assistant Superintendent for Human Resources
<i>SUPERVISORY RESPONSIBILITIES</i>	N/A
<i>PRIOR EXPERIENCE</i>	Three years of secretarial work.
<i>EVALUATION</i>	Evaluated by the Assistant Superintendent for 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 Human Resources Coordinator 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 Human Resources Coordinator will:

General

- Obtain, gather, and organize pertinent data provided by the Assistant Superintendent for Human Resources and present in useable form.
- Process mandated state reports including but not limited to the Certified and Non-Certified Staff Salary Study, the TSR report, the Unfilled Positions Report, and the EIS (Employment Information System).
- Review online staff compliance sites within the employee information portal for Personal Information Updates and Life Changing Events. Report data to Benefits.
- Work with Department for Finance and Operations on various personnel related questions and reports.
- Attend staff development opportunities specific to job duties as needed and/or required.
- Prepare reports and provide editorial assistance in preparing, producing, and disseminating publications related to employment, staffing, and other personnel topics.
- Maintain a complete set of record keeping systems including logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval; maintain and update resource materials; maintain mailing lists.
- Learn, interpret, and apply pertinent employment federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Coordinate work flow and procedures between Human Resources, Payroll, Benefits, and Accounts Payable.
- Maintain job titles, job descriptions, and allocations for position control.
- Fulfill employee records requests from other Districts and agencies for classified employees as directed.
- Serve as a resource to employees for information on personnel policies, procedures, rules, compensation, and benefits (primarily for classified employees).
- Research, create, input, format, organize, and edit relevant data as needed or requested and prepare in a usable format for administration.
- Assist in coordinating office activities for the purpose of ensuring required processes occur and deadlines are met.
- Provide excellent customer service to applicants, volunteers, employees, and community members for the purpose of ensuring questions, inquiries, and concerns are handled in a friendly and efficient manner.
- Ensure confidentiality regarding all personnel matters.

- 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.
- Attend work regularly.
- Complete special projects as assigned by Assistant Superintendent for Human Resources.
- Perform other duties as assigned by the Assistant Superintendent for Human Resources

Personnel File and Record Management

- Maintain all staff personnel files including substitutes and seasonal maintenance.
- Process coursework and record hours of coursework accumulated in personnel files within the education records.
- Process all authorized course reimbursements after coursework is completed. Submit proper forms to Department for Finance and Operations.
- Distribute completed forms to other administrative departments in accordance with procedures; this includes the creation of new personnel files.
- Develop procedures and forms whereby school-based personnel can add to, delete from, or update personnel master files.
- Maintain accurate and secure personnel records for all employee groups, such as enrollment forms, evaluations, employee status, etc.
- Process employee records changes (addresses, name changes, etc.).
- Assist with FOIA requests seeking access to records.
- Manage various software rollovers, including but not limited to attendance and management systems

Licensure

- Maintain a working knowledge of the Educator Licensure Information System (ELIS).
- Process recertification requests and National Board Certified Teacher stipend requests per the collective bargaining agreement.
- Conduct annual reviews of staff and substitute licensure.
- Prepare certified and classified contract letters after Board approval.
- Compile and prepare various agenda items for monthly Board Meetings.
- Process requests for employment verifications specific to Human Resources and forward all other requests to .
- Adhere to contractual processes for Employment Verification Letters, Sequence of Honorable Dismissal, Reduction in Force, or Layoff/Recall of employees.
- Process annual salary increases and bonuses created by the Department for Finance and Operations.
- Design and develop employee data sheets.
- Evaluate appropriate salary schedule placement consistent with the employee collective bargaining agreements.
- 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.

Hiring and Onboarding

- Conduct recruitment activities (e.g. job posting, job fairs, newspaper advertising) for the purpose of recruiting qualified applicants into open positions within the District.
- Assist administrators and Department for Human Resources in resolving staffing issues including applying appropriate processes under collective bargaining agreements for transfers and vacancies.
- Assist public with information regarding vacancies.
- Schedule interviews for posted vacancies and notify new hires, utilizing hiring software package.
- Process data for new staff members who participate in student based activities through the Illinois Violent Offender Registry and the Illinois Sex Offender Registries.
- Lead aggressive recruitment processes for all vacant positions including posting vacancies, advertising, preparing, and tracking applications, pre-employment screenings, and background verification, ensures appropriate qualifications.
- Support new teacher orientation; including the acquisition of space, order food, distribute agendas and schedules.
- Disseminate, explain, and verify completion of all Payroll, Benefit, and District policy forms and reports required for the intake of hired staff and substitutes.
- Process the applications for substitute employees, including intake and system maintenance.
- 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.
- Maintain I-9 files in accordance with state and federal procedures.
- Work with technology service provider regarding email and login account activations for new staff, staff changes, and long term substitutes.
- Serve as liaison to higher education entities placing interns within the District at the undergraduate level.
- Insures that appropriate exit procedures are followed and applied for terming, terminating, and/or retiring employees.

Independent Judgment, Leadership, and Guidance

- Inform personnel regarding a variety of procedures and program requirements (e.g. certification, hiring process) for the purpose of providing necessary information, taking appropriate action and/or complying with established guidelines.
- Communicate with employees, departments, administrators, applicants, and the public for the purpose of providing information and assistance concerning employment, procedures, personnel records, and related legal requirements.
- Recommend improvements or changes to program or operation policies and procedures.
- Participate in work planning and goal setting.
- Monitor and provide training and guidance for assigned processes.
- Use independent judgment, initiative, and good human relations and problem solving skills in the application and follow through on actions.
- Respond to written and verbal inquiries from a variety of internal and external sources (e.g. teachers, administrators, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences, and classes to increase professional knowledge.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Review activities of personnel to assure compliance with federal and state statutes.
- Prepare confidential data mining and/or reports for negotiations.
- Annual review of Guest Teacher Handbook and create draft verbiage for adoption.
- Conduct timely review of the Department for Human Resources website to ensure correctness and/or make suggestions for addition and improvement.
- Participate in the review of labor contracts and make suggestions for improvement.
- Maintain a working knowledge of Board of Education Policies and Procedures pertinent to Department for Human Resources functions and make recommendations for improvement.

Guest Teacher Procedures

- Operate and maintain the automated substitute system, including data entry and generating reports, substitute list, absence reports, and utilization reports for distribution to campuses.
- Provide training to all users of substitute system to ensure correct utilization.
- Process substitute new hire paperwork, create and maintain physical and electronic personnel files.
- Screen and process substitute applications and schedule and organize substitute orientations.
- Monitor long-term substitute assignments for appropriate pay.
- Update and distribute the Guest Teacher Handbook.
- Audit and maintain certification information of licensed substitutes.
- Communicate with District and departmental administrative staff to process daily absence reports.
- Prepare and send reasonable assurance letters to substitute employees.
- Process staff attendance in various software systems for existing staff and new hires, including on-going system reviews and the end of year rollover.
- Update various software management systems specific to staff updates and new hire data entry.

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 possesses temperate, ethical, and industrious habits.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; three years prior experience as an HR employee wherever applicable; 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 50 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 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

- December 18, 2025