



**GENERAL INFORMATION**

<i>TITLE</i> .....	Administrative Assistant for Human Resources
<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 administrative assistant 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 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 Human Resources Coordinator will:

*General*

- Attend seminars, conferences, workshops, classes, lectures, etc. as appropriate, to enhance and maintain knowledge of trends and developments in the field with specific emphasis on use of the HR data systems.
- Assist with district, state and federal reports as requested and required.
- Collect, prepare, organize, and maintain a variety of highly confidential employment related records, I-9 forms, files, reports, and certifications relative to Human Resources functions.
- Handle problems and inquiries that require some use of independent judgment to fit facts with established procedures.
- Conduct basic research and compile information as requested.
- Maintain a working knowledge of the Educator Licensure Information System (ELIS).
- Conduct annual reviews of staff and substitute licensure.
- Process requests for employment verifications specific to Human Resources and forward all other requests to payroll.
- Adhere to contractual processes for Employment Verification Letters, Sequence of Honorable Dismissal, Reduction in Force, or Layoff/Recall of employees.
- 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.
- 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.
- Distribute completed forms to other administrative departments in accordance with procedures; this includes the creation of new personnel files.
- Organize the requisition of supplies, materials and equipment specific to the Department of Human Resources in accordance with District procedures.
- Data mine coursework pre-approvals and record hours of course work accumulated in personnel files within the education records.

- Collate course reimbursement data after coursework is completed. Submit for approval.
- Provide coverage for the reception desk when requested.
- Assist with compiling and preparing various agenda items for monthly Board Meetings.
- Assist with annual Kindergarten Registration.
- Perform other duties as assigned by the Assistant Superintendent for Human Resources

#### *Human Resources Organization and Departmental Oversight*

- Serve as the primary coordinator for Human Resources operational processes, ensuring accuracy, consistency, and timely completion of assigned functions across the department.
- Provide oversight of Human Resources work products, including those completed by the Human Resources Specialist, to ensure alignment with established procedures, timelines, collective bargaining agreements, and applicable regulations.
- Monitor departmental workflows and key deadlines related to staffing, licensure, onboarding, leaves, and employment actions, following up as needed to ensure completion and resolution.
- Act as a central point of contact between Human Resources, school administrators, and other district departments to support clear communication and coordinated problem solving.
- Serve as a forward-facing Human Resources representative to the district community by responding to inquiries, interpreting established processes, and escalating complex matters to Human Resources leadership as appropriate.
- Review Human Resources documentation, data entry, and transactions for completeness and accuracy prior to submission, approval, or archival, initiating corrective action when discrepancies are identified.
- Support the Assistant Superintendent for Human Resources with the implementation and monitoring of departmental initiatives, procedural updates, and operational improvements.
- Ensure consistency in Human Resources practices by maintaining procedural documentation, reference materials, and standardized workflows used by department staff and building administrators.
- Coordinate Human Resources timelines to align with board reporting requirements, district calendars, and external reporting obligations.
- Participate in cross-departmental meetings and district initiatives as a Human Resources representative to support alignment of personnel processes and operational needs.
- Provide guidance to staff and administrators regarding Human Resources processes while maintaining confidentiality and professional judgment.
- Assist with training and procedural support for Human Resources staff and building-level personnel related to department systems and processes.

#### *HR Systems Management and Data Entry*

- Develop and design methods and procedures for collecting, organizing, interpreting, and classifying information for input into computer and retrieval from computer, utilizing knowledge of symbolic language, optical or pattern recognition, database construction, and retrieval methods.
- Develop alternate designs to resolve problems for HR input, storage, or retrieval of information, utilizing knowledge of electronic data processing principles and computer capabilities.
- Consult with and advises employees and administrators on the use and interpretation of data; collaborates as appropriate in the structuring and development of data requirements.
- Perform needs assessment activities and works with other information systems personnel to determine feasibility of development of new databases and/or enhancements or modifications to existing databases.
- Develop specifications for data capture and input; monitors input to ensure consistency, quality, and integrity of data.
- Provide technical assistance and training to district personnel in the use of HR software packages and on-line information systems.
- Conduct individual, group, and/or organization-based presentations related to organization objectives and parameters.
- Set up and maintain staff security access codes; may manage departmental client server infrastructure.
- Utilize the computerized HR systems, a computer-driven system of word processing, spreadsheet and file maintenance programs, and web-based software solutions, to enter, store and/or retrieve information as requested or as otherwise necessary.
- Select data from varied sources, and summarize information for standard reports, including preparing reports for submission to administrators, and ,as required or as requested, ensuring delivery in a timely manner; records various files on storage disks as backup copies or for delivery to appropriate officials or offices.
- Compare various data against data in secondary or previously used information system, contacting applicable parties as necessary to resolve discrepancies.
- Troubleshoot hardware and software problems and errors in computer equipment or software, determine cause of error or stoppage and apply corrective steps or standard operational techniques, in cases where stoppage can be corrected; develops remedies to identified program deficiencies or operational failures.
- Serve as a resource for staff and applicants on all issues associated with personnel files and other confidential documents.

- Maintain all staff personnel files including substitutes and seasonal maintenance workers by scanning and purging non active employees and keeping active files current.

#### *Hiring/On-Boarding*

- Work with hiring authorities to insure prompt and accurate flow of employee documentation.
- Conduct employee background checks; review results and refer cases to Assistant Superintendent for Human Resources as needed.
- Compile, distribute, collect and enter I-9 re-verification requests, employment contracts, missing documentation and other documents as assigned.
- Coordinate the request for queries from the offender database systems as directed.
- Respond to inquiries for verification of employment for employees including Employment Security/Coordinate posting for vacancies utilizing hiring software package.
- Review data for new staff members/PTO volunteers who participate in student based actives through the Illinois Violent Offender Registry and the Illinois Sex Offender Registries.

#### *Absences and Guest Teachers*

- Data mine 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.
- Daily review of absence requests.
- Approve absence requests in accordance with contractual language
- Update AESOP and Skyward management systems specific to staff updates and new hire data entry.
- Preparation of the monthly substitute payroll.
- Process billing invoices for fingerprint statements from both local police and State police.
- Process and submit billing reports for third party vendors specific to staffing.
- Suggest 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.
- Coordinate the automated substitute system, including data entry and generating reports, including substitute list, absence reports, and utilization reports for distribution to campuses.
- Assist with training to all users of substitute system to ensure correct utilization.
- Audit and maintain certification information of licensed substitutes.
- Communicate with district and departmental administrative staff to process daily absence reports and notify stakeholders of errors noted in how absences were created.
- Work closely with HR Specialist and communicate employee absences that may qualify for various leave programs.

### **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**

- December 18, 2025