

Joliet Township High School District 204

Position Title: Office Staff I: **Human Resources Office Assistant**

Qualifications:

1. High School Diploma
2. Proficient level of computer knowledge and skill; ability to use **Microsoft Office Suite**
3. **Ability to work under direction as well as independently**
4. Ability to maintain **and establish** effective working relationships
5. Experience with using and supporting financial and student management applications
6. Related experience to performance responsibilities and/or coursework preferred
7. Such alternatives to the above qualifications as the Board may find acceptable

Reports To: Director of Human Resources

Job Goal: To demonstrate initiative, good judgment, and skill in performing a variety of administrative, technical and professional responsibilities in support of the department and JTHS.

Performance Responsibilities:

1. Manages the district substitute process for both certified and classified positions.
2. Manages employee records for all classified and certified staff.
3. Processes new hire recommendations for staff including but not limited to entering the employee record into payroll system, establishing the employee's network account, verifying the viewing of mandated trainings, and meeting with the new employee to process necessary paperwork.
4. Schedules background checks and employee benefits/payroll new hire meetings for staff.
5. Verifies past employment of all staff and assists in determining employee placement on salary schedules when appropriate.
6. Prepares Board of Education agendas and submits the board packet in an electronic format to the Board Secretary in a timely manner.
7. Processes all requests from staff for salary advancements as per Union Contractual Agreements.
8. Notifies staff of the approved placement and salary amount.
9. Communicates to staff their annual or hourly salary each year upon Board approval.
10. Processes requests for personal leave and vacation leave and conveys back to the employee the status of their request along with their remaining leave balances.
11. Receives and records all staff evaluation for both classified and certified staff in accordance with the annual evaluation schedule. Also, records all certified staff rankings in spreadsheet form in order to maintain accurate data for the last three evaluations as per the Senate Bill 7 evaluation process.
12. Manages the process for screening potential out-of-district coaches; receives the requests from the Athletic Department, schedules the background checks, and communicates the results back to the Athletic Director so that the candidate can be considered for Board approval.
13. Coordinates the district's attendance at career fairs by processing registrations, arranging travel and organizing the job fair materials.
14. Processes all current employees' employment verification forms including but not limited to tuition discount forms and loan forgiveness applications.
15. Upon appropriate approval, receives "requests to post" and posts all job vacancies on the district's applicant tracking software. Also links all postings to the internal Human Resources SharePoint site to assure that all positions are available in accordance with the standards set forth in the Collective Bargaining Agreements.
16. Assists in maintaining the job description library, keeping the most current versions of the job descriptions available for viewing by district administration.

17. Electronically maintains the hiring process records for any applicant that is not chosen for employment with the district. Organizes these records so that they are easily retrievable and works with administration when that need arises.
18. Processes current employees' personal information changes; enters the changes into the district's Human Resources software and notifies Human Resources and Technology staff in order to ensure that the employee's complete record is updated.
19. Works with placement officials of the Schools of Education to recruit and place student teachers and interns within the district.
20. Assists in the preparation and submission of the Teacher Service Record.
21. Exercises good judgment in handling confidential information and correspondence.
22. Performs other tasks and responsibilities as assigned by supervisor.

Terms of Employment: Annual (12) month contract

Salary: Salary to be determined in accordance with the Clerical Union contract.

Evaluation: Performance on job requirements will be evaluated annually by the supervisor in accordance with Board and Administrative policy.

05/2024