

TITLE: HUMAN RESOURCE SPECIALIST

QUALIFICATIONS:

- a. High School diploma or higher with computer and secretarial skills and experience.
- b. 5 years or more work experience
- c. Shall be able to use computer programs such as WordPerfect and Microsoft.
- d. Shall possess a broad understanding of office procedures and operation of common equipment and machines .
- e. Shall understand English in oral and written communication.
- f. Shall type a minimum of 60 words per minute with accuracy.
- g. Shall have bookkeeping skills.
- h. Shall be capable of processing confidential information and maintaining the confidentiality of data processed.
- i. Shall be able to relate to people in a positive manner.
- j. Health examination for new employee part-time or full time:
 1. Chapter 122 Article 24-5 of the Illinois School Code mandates that School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.
 2. Prior to employment, all non-certified personnel must have a physical examination.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

- a. Maintains Employee data base for entire district.
- b. Maintains Certified and Non-Certified.
- c. Provides information to district employees related to their sick, personal business and vacation days.
- d. Prepares data sheet for permanent substitutes.
- e. Sends out student cum cards, when requested.
- f. When someone request to see their file: schedule the date and time, sit with them and make copies if requested.

- g. Sends out death notices.
- h. Maintains records on fire drills, bus drills, tornado drills and student accident reports.
- i. Make sure that all new employees have a criminal background check on file.
- j. Fill out verification of employment on employees upon request.
- k. Type letters, and memorandum as needed.
- l. Post job openings on the internet, newspaper and School buildings.
- m. Responsible for other duties assigned by Superintendent
- n. Meet with cabinet for board preparation.
- o. Prepares and send out letters to employees after each Board Meeting (example: Medical Leave of Absence. Appointments, Terminations, Retirements)
- p. Prepares TRS reports for the State.
- q. Prepares Economic of Interest report for the State.
- r. Prepares and distributes orientation packets of information to new employees.
- s. Rollover district employee's sick, personal business and vacation days.
- t. Professional Growth: Maintain teachers transcripts in separate folder.
- u. Prepares and distributes District Directory.
- v. Creates I.D.'s for all staff and send out notices for new staff and/or new positions.
- w. Processes workmen's comp. claims.
- x. Oversees Frontline and TimeForce systems.
- y. Completes EIS reports.
- z. FOIA Officer for the District.
- aa. Fill out and respond to all unemployment requests from Equifax.

TERMS OF EMPLOYMENT:

Works 12 months. Salary shall be established by the Board of Education after consideration of the recommendation of the Superintendent.

EVALUATION:

Evaluated annually by the Superintendent

BOARD APPROVED APRIL 20, 2020