



Human Resources Clerk

GENERAL INFORMATION

TITLE:	Human Resources Clerk
DEPARTMENT:	Human Resources
LICENSURE:	Not Applicable
CONTRACT:	12-Month
FLSA STATUS:	Non-Exempt
REPORTS TO:	Director of Human Resources
SUPERVISORY RESPONSIBILITIES:	Not Applicable
EVALUATION:	Evaluated By Director of Human Resource. The evaluation cycle shall be annually.

JOB GOAL

As the HR Clerk: Perform various administrative tasks, such as, maintain the Substitute Teacher Pool program, assist with absence tracking by entering data into Frontline, greeting visitors, answering telephones, taking messages, scheduling appointments, filing and maintaining records/documents, providing information to staff, parents, and applicants.

ESSENTIAL DUTIES & PERFORMANCE RESPONSIBILITIES

The criteria indicated below are intended to describe various types of work that may be performed and are by no means all encompassing. Other duties may be assigned.

Management of Substitute Pool Program

Primary is maintaining the Substitute Teacher Pool program under the guidance of the HR Director

- Review Absence report daily the day before in Frontline to determine absences that may need a substitute teacher for coverage
- Call the day before from the list of substitutes to secure coverage for the next day
- Assist in assigning substitutes to a school and class in Frontline as needed
- Call or email school secretaries or principals as needed to inform of any changes you are aware of daily
- Assist with recruitment efforts for new substitutes by Assisting with job fairs and other efforts
- Onboard new substitutes and enter new substitute teachers profile into Frontline as hired
- Make new substitute teacher folders for substitute new hires
- Send follow-up notices to people who inquire about substituting within the district

Employee Absence Management /Reports

- Assist with all employee absence tracking including, bereavements, 3 consecutive absences, school visits, and more
- Make adjustments to employee absence reasons in Frontline as communicated by Payroll manager or HR Director
- Run quarterly attendance bonus reports and provide to payroll manager for payment
- Manage and reconcile Sick Bank reports as needed and annually and provide to union/administration

District Front Office Duties

- Answer, screen, and forward telephone calls
- Greet and sign in visitors
- Contribute to the security of the office by monitoring who is entering and leaving when can
- Obtain or send information or documents using a computer or mail
- Handles incoming and outgoing mail; sorts and direct to appropriate district office
- Assist with purchase orders
- Assist with postage meter up-to-date in working order as well as logs postage usable by other departments
- Copy, file, and maintain documents and records
- Collect, sort, distribute, and prepare mail and courier deliveries
- Assumes other responsibilities as assigned by the Director of Human Resources

QUALIFICATIONS:

- **Work Experience:** Previous HR experience in a school setting preferred. Minimum one years experience in HR/administrative environment
- **Education:** High school graduate. Associate degree or better in related field preferred
- **Communication Skills:** Strong verbal and written communication skills to convey information, conduct interviews, deliver information, and address employee, visitors concerns.
- **Interpersonal Skills:** Excellent interpersonal skills to build relationships, resolve conflicts, and foster positive employee relations
- **Problem-Solving and Critical Thinking:** Ability to assess situations, gather relevant information, good attention to detail and propose effective solutions to/with HR Director.
- **Ethical Conduct and Confidentiality:** HR Clerk handles sensitive employee information and must maintain the highest level of confidentiality and ethical conduct when dealing with personal and confidential data.
- **Knowledge of Employment Laws and Regulations:** Having a some understanding of labor laws, regulations, and compliance requirements for ensuring HR practices align with legal obligations and avoiding legal issues
- **Recruitment and Selection:** Possess skills in sourcing candidates, evaluating applications/resumes, conducting interviews, and assessing candidate suitability.
- **Organizational Skills:** Strong organizational skills to manage multiple tasks, prioritize work, and meet deadlines in a fast-paced environment.
- **Adaptability and Flexibility:** Be adaptable to changing business needs, priorities, and industry trends. Be flexible in adjusting HR strategies, policies, and procedures accordingly.
- **HR Technology and Systems:** Proficiency in using HR software, databases, and systems.
- **Continuous Learning:** Human resource practices evolve over time, and staying up-to-date with industry trends, best practices, and new regulations is important. A commitment to continuous learning and professional development.
- **Emotional Intelligence:** HR Clerk works with a diverse range of individuals and need to understand and empathize with employees' emotions and concerns.
- **Teamwork and Collaboration:** Collaborate with other professionals, managers, and departments within the organization. Strong teamwork and collaboration skills required to work effectively with others to achieve common goals.

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members. Maintain confidentiality of employee information at all times.

Education/Preparation

The employee shall possess the equivalent of a high school diploma or higher; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

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 instructional and technological resources. 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 exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

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.

ADOPTED

- September 2022

UPDATED

- June 2024