

BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220
BARRINGTON, ILLINOIS 60010

JOB DESCRIPTION

TITLE: HR Operations Support Specialist

QUALIFICATIONS:

1. College degree preferred.
2. Strong skills with computer office applications (Google Suite and Microsoft Office).
3. Knowledge of school district management systems preferred (i.e. Skyward, Frontline, and YellowFolder.).
4. Strong data processing and Excel skills strongly preferred.
5. Strong communication and organizational skills.
6. Maintain good attention to accuracy and details.
7. Demonstrate a high level of proficiency in the use of the English language in oral and written forms.
8. Ability to establish and maintain effective working relationships with all staff and the public.
9. Ability to organize and prioritize multiple tasks, maintain records, and work with interruptions.
10. Ability to work flexible hours and manage substitute needs and emergency substitute scheduling needs.
11. Demonstrate exemplary interpersonal skills, and communicate clearly and distinctly in person, in writing and on the phone.
12. Willing to enhance and expand knowledge and skills with technology, software and databases applications on an ongoing basis.
13. Self-directed and self-motivated in job related tasks.
14. Ability to maintain strict confidentiality with regard to employees' personnel information.

REPORTS TO: Staff Training and Development Coordinator

EVALUATED BY: Director of Human Resources

SUPERVISES: N/A

POSITION SUMMARY:

This position is responsible for supporting the Human Resources Department on all functions related to staffing and temporary employment and placement. Support will include new hiring processing, clerical tasks, file maintenance and recruiting, staffing, and onboarding for substitute teachers, temporary employees, interns, and student teachers.

ESSENTIAL FUNCTIONS:

1. Oversees and facilitates substitute software program.
2. Coordinate substitute and temporary employee screening, interviewing and hiring.
3. Assist Staff Training and Development Coordinator with new hire processing (i.e., fingerprinting, paperwork, and processing as required for compliance component) and onboarding for all employees
4. Update and maintain employee records, data, and files via the HR/Business Information System program(s) and other management systems (i.e., temporary, classified, and certified).
5. Manage, plan and coordinate the District's daily substitute teacher schedule and calendar.
6. Coordinate support and training of staff for substitute software system.
7. Monitor and maintain sufficient substitute pool for both classified and certified positions.
8. Coordinate substitute trainings and oversee ongoing support for substitutes both classified and certified.
- 9.. Perform assigned and unassigned reception coverage on a daily basis.

10. Update and maintain website and substitute software documents.
11. Correspond with the Staff Training and Development Coordinator, the Director of HR, District Administration and substitutes regarding sub evaluations and performance concerns.
12. Work collaboratively and efficiently with District schools and departments in ensuring efficiency, accuracy, and effective customer service.
13. Compose and prepare correspondence, forms, reports, spreadsheets, presentations and documents as directed.
14. Assist with state and federal compliance audits.
15. Respond to survey requests as necessary.
16. Create, manage, and update a wide variety of reports.
17. Regularly assist and act in a confidential capacity for the Human Resources Department and have regular access to information relating to contracts and collective bargaining matters.
18. Assist with the preparation and dissemination of communication regarding confidential personnel matters, collective bargaining proposals, and other confidential personnel information.
19. Perform other tasks and responsibilities assigned by the supervisor.

PHYSICAL CONTEXT OF THE JOB: This position requires the use of computers for word processing and entering data, FAX machines, and photocopying machines. Some light lifting (no more than 25 lbs.) may occasionally be required.

GENERAL COMMENTS: The nature of this position requires dependability, an ability to maintain confidential information, and the demonstration of ethical, professional conduct at all times. This position has access to information relating to the effectuation, review and implementation of the District's collective bargaining policies. A working knowledge of community (people and resources) is desirable. Flexibility and the ability to manage both time in and out of the office is an essential part of this position. Certain hours are to be conducted on-site and off-site/homebound. Exempt from overtime (Administrative Exemption)

TERMS OF EMPLOYMENT: (Completed by the Office of Human Resources)

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| 1. 8 hours per day (on-site and off-site/homebound) | (hours/day) |
| 2. 247 days per year + 13 holidays= 260 days | (days/year) |
| 3. Exempt Classified (Non-Union position) | (Salary Grade) |

Created: 01/06/2020