



Position	Human Resources Generalist
Location	Morton District Office
Reports To	Executive Director of Human Resources and Human Resources Coordinator
Qualifications	<p>Required</p> <ul style="list-style-type: none"> • Bachelor's degree in human resources or equivalent experience. • Ability to maintain confidentiality in all aspects of human resources and personnel matters. • Excellent organizational, interpersonal, and customer services skills. • Demonstrates ability to multi-task and work in a fast paced, high-energy environment while meeting multiple deadlines as well as communicating clearly and effectively both orally and in written correspondence. • Working knowledge of Microsoft Office as demonstrated by the ability to work with spreadsheets, databases, and word processing documents and memos. • Exceptional skills in proofreading, drafting correspondence, teamwork, and time management. <p>Preferred</p> <ul style="list-style-type: none"> • Experience with HR information systems (Skyward preferred). • Two (2) years of human resources, school-related experience preferred. • Working knowledge of federal and state employment laws and regulations. • Exceptional skill in creating digital media and promotional materials. • Bilingual Spanish
Job Type	Non-Bargaining
Terms of Employment	12 months Monday – Friday, 7:00am – 3:00pm Occasional evenings and weekends.
Evaluation	Annually
Compensation	\$42,000-\$45,000 based on experience/qualifications
Start Date	July 1, 2026

Position Summary
<p>The HR Generalist supports full-cycle recruitment, hiring, onboarding, and HR operations while promoting employee wellness and ensuring compliance across personnel processes. They will support the Executive Director with recruitment efforts and managing and updating the District's HR social media and recruitment platforms. The HR Generalist will expand the qualified candidate pool, coordinate job fair participation, university outreach, and target marketing strategies to attract top talent. The HR Generalist requires strong organizational, communication, and problem-solving skills. They must have the ability to work independently, maintain confidentiality, and continuously improve HR practices.</p>

Essential Duties and Responsibilities

Recruiting & Hiring

- Support the Executive Director in the recruitment of employees.
- Maintain and modify the “We Are Hiring” page on the District Website to highlight opportunities and employee resources.
- Manage HR social media platforms and leverage job boards (e.g., LinkedIn, Handshake, College Central) to advertise openings and increase the qualified applicant pool.
- Oversee the Handshake platform to recruit certified staff and strengthen university partnerships.
- Maintain and strengthen the District’s partnership with the Golden Apple Foundation by supporting year-round programs and initiatives.
- Register for, organize, and attend job fairs.
- Represent the district at annual job fairs, including travel to universities and colleges as needed.
- Create and distribute digital and print materials to support outreach efforts and enhance visibility.
- Communicate in a timely manner with candidates providing them with the necessary information on “Why Morton” is the right fit for them.
- Manage/maintain a comprehensive candidate database.
- Collaborate with District/Building Administrators to ensure that employee candidates identified as great fits are interviewed for a position.
- Screen substitute teacher applications, conduct interviews, and reference checks
- Manage inventory of materials for job fairs and onboarding.

Workmen’s Compensation

- Manage all workmen’s compensation cases.
- Utilize technology and communication skills to ensure that employees are receiving timely and appropriate care.

Personnel Office Support and General Duties

- Support the HR Specialist, when needed, with the onboarding of employees.
- Oversee absence management using the District’s HRIS system when the HR Specialist is unavailable.
- Collaborate with the HR Team to review, update, and maintain job descriptions across the District, incorporating input from union representatives as applicable to ensure accuracy and alignment with organizational needs.
- Facilitate presentations for certified staff during New Teacher Orientation and mid-year New Employee Orientation sessions.
- Support certified employees with all certification questions/needs.
- Translate materials from English to Spanish as needed to support communication.
- Maintain thorough knowledge of Collective Bargaining Agreements (CBA) and ensure compliance through collaboration with HR, payroll, and staff.
- Consistently maintain confidentiality and handle information with professionalism and integrity.

Physical Demands

This position involves primarily sedentary to light physical activity in an office setting, including extended sitting with occasional standing and walking, frequent use of hands and fingers to operate office equipment, and routine filing tasks. The role requires regular lifting up to 10-25 lbs and occasional lifting up to 50 pounds, along with sufficient vision, hearing, and mobility to read records, use a computer, and communicate effectively.

Work Environment

The HR Generalist works in a detail-oriented, fast-paced temperature-controlled office environment

that supports district-wide records management and administrative functions. Occasional movement between administrative offices or school buildings may be required. Reliable transportation is required for this position.

Job Description Adopted

June 9, 2026