TITLE: Human Resources & Professional Development Secretary

LOCATION: Department of Human Resources and Professional Development
Urbana School District #116 Central Office
205 North Race Street
Urbana, Illinois 61801

HOURS:
· 7:30 AM – 4:30 PM or as determined by the Assistant Superintendent of Human Resources and Professional Development
· Work hours will vary depending on scheduling of after-school, evening, and weekend professional development activities.

SUPERVISOR: This position reports to the Assistant Superintendent of Human Resources and Professional Development.

SUPERVISES: This position is not a supervisory position.

JOB SUMMARY: Under the direction of the Assistant Superintendent of Human Resources and Professional Development, the Director of Professional Development, and the Director of Human Resources, the HR/PD Secretary will maintain confidentiality while supporting the employees of Urbana School District through Human Resources and Professional Development.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Support the district initiatives, programmatic changes, and systems changes with professional development offerings and materials.
2. Work collaboratively with Central Office colleagues to develop and maintain reduced-paper systems and procedures for onboarding employees, paying stipends and extended time, and other Human Resources functions.
3. Input, verify, and continuously update Human Resources Skyward database with information including but not limited to payroll, demographics, assignments, and time off for personnel.
4. Compile, organize, and input paperwork including but not limited to payroll, employment, evaluations, stipends, development and trainings, verification of employment, re-authorizations, letters of assurance, employment statements, reference checks, etc.
5. Compile data from evaluations and surveys regarding professional development activities, employee satisfaction and knowledge, and district initiatives.
6. Track and maintain database for Employee Access changes in Skyward and distribute necessary information to the Payroll Processor, Benefits Processor, and Substitute Coordinator.
7. Work as part of a team in preparing and implementing the annual rollover process of assignment information, time off calendars, time off distribution, years of service increments, building changes, and other related information in the Human Resources Skyward database.
8. Assist in distributing employment statements, calendars, re-authorizations, letters of assurance, and other information for personnel annually.
9. Cross-train other job duties in the HR/PD Department in order to assist as needed during HR/PD staff absences.
10. Work as part of a team for the planning and preparation of all district inservice activities, including distributing materials to Principals and District Administrators.
11. Assist in coordinating set-up of facilities for professional development activities and special events.
12. Coordinate logistics for district professional development, including accepting registrations, sending reminders, ordering and distributing materials to facilitators and participants.
13. Serve as a host for professional development activities.
14. Order materials, submit requisitions for department purchases, and reconcile budgeted accounts.
15. Prepare and organize Human Resources personnel files for the DocStar program.
16. Communicate positively and clearly with a wide variety of administrators, teachers, Central Office personnel, and community members.
17. Collaborate with HR/PD colleagues and administrators to create a positive, supportive, and effective working environment.
18. Additional duties as assigned by the Assistant Superintendent of Human Resources and Professional Development, the Director of Professional Development, and the Director of Human Resources.

QUALIFICATIONS:

EDUCATION
• Minimum of post-High School vocational training.
• Associate’s or Bachelor’s Degree preferred.

EXPERIENCE
• Minimum of three years of clerical or project management experience.
• Experience offering professional development, trainings, and/or new employee orientation.

OTHER SKILLS AND ABILITIES:
• Ability to maintain strict confidentiality
• Excellent verbal and written communication skills
• Self-starter who can take initiate projects, find answers, and seek out assistance independently
• Ability to form collaborative professional relationships with colleagues and employees
• Highly motivated, proactive, and innovative
• Strong work ethic, consistent attention to detail, and excellent organizational skills
• Ability to manage own schedule with multiple deadlines
• Proficiency in Microsoft Office and Google Apps

LICENSES/CREDS: None

TERMS OF EMPLOYMENT:
• Level III clerical position
• Full-time, twelve-month position
EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of clerical personnel.

REVISED: April 2016