

## **JOB DESCRIPTION**

**Niles Township High School District 219**

### **HR Generalist**

**POSITION TITLE:** HR Generalist

**REPORTS TO:** Assistant Director of Human Resources

**POSITION OBJECTIVE:** To support the implementation of a progressive Human Resource Department.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor of Arts
2. Human resource experience in the public or private sector

#### **REQUIRED SKILLS**

1. Ability to understand information in human resource management, including legal documents
2. Ability to calculate, analyze and use data
3. Ability to use database, spreadsheet, internet, word-processing programs
4. Ability to work with collective bargaining representatives on contract issues
5. Ability to manage and organize personnel information to comply with laws and contracts

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Manages employee pay information**

Essential Duties:

1. Prepares extracurricular assignments pursuant to collective bargaining agreements (CBAs), Board policy and applicable regulations and law; certifies classifications and salaries and maintains compensation in HR finance and personnel budgeting, specifically in iVisions software.
2. Ensures operational sustainability by maintaining position control, personnel budgeting and HR finance
3. Develops and maintains iVision screens and tables for all school employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, tenure, retirement, leaves, promotions

**Assists in the Implementation of FMLA**

Essential Duties:

1. Composes memoranda, letters, reports and personnel-related documents

**Completes Reporting**

Essential Duties:

1. Oversees fingerprinting and background checks of individuals hired by the Board of Education. Ensures new employees are "Clear" to work before entering District 219 facilities
2. Oversees personnel involved with, compiles with, and prepares state required reports and surveys
3. Compiles compensation and statistical data and responds to questionnaires, surveys, and correspondence from professional organizations requesting information on the district's personnel program and responds to requests of district personnel on matters not clearly covered by regulation, policy, or legislation
4. Provides information, upon proper request, regarding employment history, verification, compensation, and references
5. Prepares and compiles confidential information for negotiations

**Assists in the Onboarding Process**

Essential Duties:

1. Assists HR personnel in the recruitment, hiring and onboarding processes
2. Assists in the setup of Applitrack forms and workflow for onboarding

**Personnel file control**

Essential Duties:

1. Ensures maintenance of licensed and classified personnel files including credentials, salary computation information, transfers, leaves of absence, FMLA, teaching licenses
2. Assists with implementing a virtual personnel file

**Work calendars**

Essential Duties:

1. Creates, maintains, and administers employee work calendars pursuant to negotiated contracts and work year for specific positions

### **Substitute Teachers**

Essential Duties:

1. Maintains no less than 200 substitutes on an active list. Recruits substitute teachers, oversees Main Office Coordinators day to day job responsibilities, and ensures the maximum usage of substitute software
2. Supervises the operational placement of substitute teachers

### **Attendance Management**

Essential Duties:

1. Composes memoranda, letters, reports and attendance-related documents
2. Assumes operational responsibility for routine district-wide duties such as employee absences, abuse of absences, verification of absences taken, operational coverage, along with complex attendance practices of FMLA
3. Performs annual audit of attendance patterns

### **Other duties to ensure efficient functioning for the Human Resource Department**

Essential Duties:

1. Addresses urgent issues identified by supervisor or through the Human Resource Generalist's experience
2. Proposes improvements to the department as needed
3. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit pertaining to District 21

### **D219 LEADERSHIP STANDARDS**

**(including associated Board Goals\_-**

**<http://www.niles-hs.k12.il.us/district/district-information/5-year-goals>)**

1. Recognizes and celebrates: (a) my accomplishments, (b) colleagues' accomplishments, and (c) student accomplishments (1)
2. Articulates a clear vision for quality teaching and learning (2)
3. Aligns the curriculum and instructional programming with the school's or district's mission, vision, and values (3)

4. Develops meaningful annual goals and action plans for the school (1, 2, 3, 4, 5)
5. Effectively distributes leadership responsibilities to peers (5)
6. Promotes high expectations for all faculty and staff (1, 2, 3, 4, 5)
7. Upholds a professional standard of personal conduct (1, 2, 3, 5)
8. Manages effectively the development, evaluation, and revision of the school's or district's instructional programming (1, 2)
9. Maintains a rigorous and developmentally appropriate instructional program for the school/district (1, 2)
10. Assists administrative and teaching staff in the preparation and delivery of instructional materials (1, 2)
11. Coordinates instructional programming among and between content areas, grades, and/or schools (1, 5)
12. Assists faculty in aligning instruction to local, state, and/or national learning standards (2)
13. Implements a clearly defined plan for (a) ELLs and (b) Exceptional learners (1, 2)
14. Promotes the effective use of instructional technology (3)
15. Aligns the assessment program to the district's and/or school's curriculum (2)
16. Monitors the effectiveness of the school or district's assessment programming for all levels of student ability (2)
17. Uses student achievement data to improve teaching and learning processes (2)
18. Helps teachers and administrators use assessment results to enhance teaching and learning (2)
19. Keeps informed of the latest research and practice (1, 2, 3, 4, 5)
20. Encourages the use of research-supported instructional and assessment practices (1, 2, 3)
21. Supports the recruitment, development of quality personnel (1, 2, 5)
22. Implements innovative and effective ways of improving the professional practice of faculty (1, 2, 3)
23. Establishes clear criteria for professional growth (2)
24. Provides constructive feedback (1, 5)
25. Plans, administers, and monitors professional development (1, 2, 3, 5)
26. Projects a demeanor that is welcoming, supportive, and engaging (1, 2, 3, 5)
27. Is an effective instructional leader (1, 2, 3, 4, 5)
29. Voices disagreement without creating unnecessary conflict (1, 2, 3, 5)

- 30. Collaborates with administration and faculty when developing goals (1, 2, 3, 4, 5)
- 31. Provides meaningful counsel to administrators and faculty (1, 2, 3, 4, 5)
- 32. Is accessible to faculty, staff, etc. (1, 2, 3, 4, 5)
- 33. Communicates effectively with the school community (5)
- 34. Implements efficient administrative procedures to support the teaching and learning functions of the school (2)
- 35. Manages school operations (e.g. staffing, budgeting, and compliance) effectively (4)
- 36. Provides oversight of all aspects of academic programming (1, 2, 3, 4, 5)
- 37. Assumes responsibility for the implementation of policies (1, 2, 3, 4, 5)
- 38. Directs effectively the activities of employees in the school to ensure continuing operations (1, 2, 3, 4)
- 39. Allocates the necessary financial and physical resources to support the accomplishment of goals (4)
- 40. Is engaging and articulate in public forums (5)
- 41. Generates enthusiasm for the collaborative efforts of our school (4)

**TERMS OF EMPLOYMENT:** 260 Days, with comprehensive benefits package.

**SALARY RANGE:** \$55,000 - \$60,000

**PERFORMANCE EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the District procedures on administrative evaluations.

Apply on-line at: [www.niles-hs.k12.il.us](http://www.niles-hs.k12.il.us)

**Niles Township High Schools District 219 is an equal opportunity employer.**

It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age or handicap.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.