



# Community Unit School District 300

## Employment Application

Openings as of 2/22/2022

### *Human Resources Coordinator*

JobID: 6831

**Position Type:**

Coordinator/Human Resources Coordinator

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**Date Posted:**

4/8/2020

**Location:**

Central Office

**Closing Date:**

Open Until Filled

### Position

Using considerable discretion and independent judgment, the individual in this position oversees the team of human resources professionals to deliver a wide range of human resources services to all employees working in Community Unit School District 300. The individual in this position functions as a resource for administrators throughout the District and proactively partners to resolve various problems and issues facing the District.

### Duties and Responsibilities

Administration of human resources responsibilities (hiring, remediation, termination, FMLA requests, college course approvals, worker's compensation claims, etc.) keeping the Director informed of important issues which arise

Conduct new employee orientation meetings and FMLA meetings on a rotating schedule

Coordinates and participates in recruitment of teachers and non-certified staff on a regular basis

Manage the hiring, support, remediation and termination of substitute employee staff and oversees the day-to-day monitoring of the system keeping the Director informed of any system malfunctions or problems

Coordinates and acts as a resource for Administrators in the evaluation of employees throughout the District. Including, but not limited to the tracking of contract recommendations, evaluation questions and answers and participating in and assisting in the design of remediation plans for certified staff

Monitors the Illinois licensure process working with administrators and staff to ensure District compliance with current Illinois State Board of Education standards. Research and resolve licensure issues for District 300 staff

Research and design solutions to various Human Resources problems confronting the District and staff

Manage the online application system, ensuring vacancies are posted as needed and working with Administrators in relation to the selection of the highest qualified staff for the students and community

Review and recommend leave of absence requests by staff

Compile information and present information to Committee(s) and the Board of Education on a regular basis (Board Report, Staffing Committee, etc.)

Attend meetings to help proactively research and resolve Human Resources problems that effect the schools and staff assigned to those buildings

Assist Principals with disciplinary issues involving staff assigned throughout District 300

## **Qualifications**

### Education

- A Bachelor's Degree in Human Resources, Business Administration or a related field. An equivalent combination of education and experience may be substituted for the Bachelor's Degree requirement.

### Knowledge

- Thorough knowledge of the best practices of Human Resources
- Knowledge of District 300 labor agreements
- Knowledge of District 300 Administrative Regulations and Board Policies
- Knowledge of evaluation techniques and best practices

### Abilities

- Ability to work effectively with diverse groups of individuals, ranging from employees to parents of students
- Ability to take the initiative to resolve problems without direction
- Ability to process large amounts of information and organize the information to present it to various individuals who do not possess firsthand knowledge of the situation
- Ability to work well with other people in a team oriented environment
- Ability to incorporate and translate organizational and department missions into day-to-day practices
- Ability to effectively lead a group of people on projects and in day-to-day activities, contributing to the accomplishment of organization and department goals

### Skills

- Possess excellent documentation skills
- Possess excellent organizational and communication skills
- Possess advanced skills with Microsoft and Google platforms
- Possess practical problem solving skills and solid trouble shooting skills
- Possess a desire to learn new things
- Self motivated and work with minimal supervision

## **Compensation:**

Entry rate: Grade 15: \$59,356 annual salary with benefits

12-month, non-union exempt position

**Employment Application Procedure:**

Apply online.

**Selection Procedure:**

Applications will be reviewed and selected by the department's hiring supervisor.

FMLA regulations require all employers to post the updated FMLA notice.

**Powered by applicant tracking, a product of Frontline Education.**