



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Assistant for Human Resources

Classification Group: Education Support Personnel (ESP)

Job Summary & Essential Functions:

Under the direction of the Director of Human Resources, the Assistant for Human Resources will serve as support personnel for the daily operations of the district office, specializing in tasks related to human resources and personnel services.

Qualifications:

- High school diploma or equivalent required
- Previous experience in an administrative or clerical role, preferably in an educational setting or school district.
- Familiarity with student and employment information systems (SIS/EIS) or database management systems is highly desirable.
- Strong organizational and time-management skills, with the ability to prioritize tasks and handle multiple responsibilities simultaneously.
- Exceptional attention to detail and accuracy in handling student records and employment data.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and experience with data management software or student information systems.
- Ability to communicate effectively, both verbally and in writing, with a variety of stakeholders, including parents, staff, and students.
- Ability to maintain confidentiality and handle sensitive information in accordance with privacy laws and district policies.
- Strong customer service skills with the ability to work professionally and courteously with parents, students, and district staff.
- Ability to work independently, as well as collaboratively within a team environment.

Specific Duties:

- Process background and offender database checks for all employees.
- Process employment verification requests.
- Responsible for I-9 verification and data maintenance.
- Maintain compliance training portal and communicate updates to employees.
- Prepare and submit all state and federal required employment report including but not limited to, ISBE salary studies, Employment & Salary Information reporting, Unfilled Positions, RIF and CRDC.
- Prepare and maintain annual seniority lists for all employment groups.
- Prepare and communicate all employment vacancy notices and monitor employment process from posting notification through final candidate selection.
- Prepare monthly personnel report for Board of Education.
- Maintain worker's compensation cases and records.



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Assistant for Human Resources

- Maintain FMLA and other applicable leave records for all employees.
- Review and maintains employee certification and licensure requirements.
- Initiate employee and personnel record changes to ensure notification amongst required departments.
- Assist with follow up communication for employee inquiries and information requests.
- Process and maintain student teacher, volunteer and observation requests & placements, serving as a liaison between the district and external institutions.
- Prepare communications for the district's Health & Wellness Committee and serves as point of contact for committee events and initiatives.
- Maintain employee records electronically via the district's HRIS and manually through employee personnel files, ensuring all files and records are accurate pertaining to each employee.

Supervisor:

The Assistant for Human Resources will report directly to the Director of Human Resources.

Additional Duties:

In addition to the duties listed above, the employee in this position will be responsible for assisting with providing customer service support to district transportation users including communication regarding route changes, delay and inclement weather. This employee will be required to remain on site until receiving notification that all busses have completed all routes and must be present for morning bus runs as requested by district administration. The employee in this position will be responsible for any additional duties and/or responsibilities as assigned or required by the Director of Human Resources.

Physical Activity:

Work will require infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. Work may require frequent walking and standing. Work may also require extended periods of sitting and extending periods of viewing a computer screen.

Work Environment:

Work is performed in an indoor office setting but may sporadically involve outdoor work settings that may include differing weather conditions.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:320 on evaluation of Education Support Personnel at 90 (ninety) working days (probationary period) and annually thereafter.



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Assistant for Human Resources

Terms of Employment:

This is a full time, 12 (twelve) month position. Compensation determined by the Board of Education.

Salary Range:

\$25.00 - \$28.00 (hourly)

Associated Benefits:

- 15 sick days- completion of probationary period
- 3 personal days- completion of probationary period
- 14 Paid Holidays
- Bereavement Leave
- Vacation Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available

My signature below indicates that I have received a copy of my job description as well as my verification that I am physically able to perform the duties as outlined.

Signature

Date