

**Administrator for Human Resources**

**Primary Function**

Administer, coordinate and supervise the recruitment and selection of employees, administration of employee benefits and contract management.

**Organizational Relationships**

The Administrator for Human Resources reports to the Superintendent.

**Qualifications**

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to handle all district information with confidentiality

**Assigned Responsibilities**

1. Attend all Board Meetings, and prepare such reports for the Board as are appropriate to the primary function and other reports which may be requested by the Superintendent or the Board of Education.
2. Attend all meetings of the Administrative Council.
3. Assist in the recruitment, interviewing and assignment of staff.
4. Direct and coordinate the personnel services of the school system, including: the recruitment, employment and retention of all professional and non-professional personnel, and in staff development.
5. Assist the Superintendent in determining the promotion, transfer or dismissal of instructional and student support staff in the system. Report to the Superintendent the case of the professional employee whose service is unsatisfactory and recommend appropriate action.
6. Assist in administering a continuing and systematic evaluation of the performance and development of all staff throughout the school system.
7. Provide input into budget planning relative to personnel costs based on anticipated personnel needs.

8. Assist in the purchase and administration of Section 125 Employee insurance programs for the District.
9. Coordinate the employee assistance and wellness programs.
10. Supervise the administration of the District's retirement program.
11. Complete all personnel reports required by the State. Ensure that necessary records are kept and reports are made pertaining to employees, as required by the Board of Education and the State Board of Education; and designate specific responsibilities for such records and reports.
12. Assist the Superintendent in negotiations, deliberations and discussions with representatives of the certified and non-certified employee unions.
13. Provide necessary research for the Superintendent relative to compensation and staff utilization.
14. Assist in the development of District policies.
15. Coordinate the development of a pool of qualified substitute teachers and oversee the placement of substitute teachers.
16. Participate in the planning of staff development programs.
17. Confer with the appropriate administrator on matters of common concern.
18. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

Work Year: The work year shall be from July 1st to June 30th with twenty (20) vacation days.