

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Personnel Department Secretary B

Purpose:

The job of the Personnel Department Secretary B was established for the purpose(s) of supporting staff within the human resources department, providing information and processing substitute applicants and student teachers; completing assigned projects and tasks; and maintaining certification records and serving as a resource to administration and staff on issues relating to certification.

Essential Functions:

- Coordinates substitute process (e.g. long-term substitutes, schedules orientation, etc.) for the purpose of complying with all established guidelines.
- Enrolls new substitute teachers (e.g. payroll, AESOP, new employee paperwork, etc) for the purpose of providing information regarding district policies, automated computer system and processing time sheets.
- Conducts new substitute employee orientation (e.g. introducing personnel, payroll, and assisting with enrollment forms, etc.) for the purpose of ensuring substitute employees complete all required paperwork and receive information on current practices and Board policies.
- Maintains automated substitute calling system (e.g. enters and updates data, etc.) for the purpose of ensuring accuracy of information.
- Responds to same day/emergency requests for substitute employees for the purpose of providing immediate and/or short notice classroom coverage.
- Troubleshoots the substitute online system for the purpose of ensuring access to the substitute system.
- Supports credentialing process (e.g. determining eligibility, recording, and notification, etc.) for the purpose of complying with all mandated requirements.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records, certification and other related legal requirements.
- Maintains a variety of manual and electronic documents, files and records (e.g. student teacher records, employee training, years of service records, substitute employee records, evaluations, certification, etc.) for the purpose of providing accurate up-to-date information in compliance with regulatory requirements and established guidelines.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Prepares a wide variety of reports, documents, correspondences of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Attends substitute workshops and meetings for the purpose of conveying and/or gathering information required to perform functions.
- Maintains an inventory of items (e.g. handbooks, applications, benefit packets, personnel forms, etc.) for the purpose of documenting and/or providing reliable information.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting the Personnel Department.
- Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Other Functions:

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Participates in training for the purpose of updating skills as changes occur in District software.

- Participates in meetings, workshops and seminars, as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent job related software applications; preparing and maintaining accurate records; and planning and managing projects.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation to write routine reports and correspondence; and office methods and practices.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information; reading and interpreting documents; adapting to changing work priorities; working with detailed meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Performance Responsibilities:

- Maintain district electronic database for required annual training materials (e.g. Bloodborne Pathogens, Allergy Management, etc.)
- Process all substitute applications into the computerized substitute systems
- Oversee/correct daily absence verification process at building/district levels. Interface with Payroll for purposes of substitute payment and employee absences
- Compile monthly substitute reports
- Maintain personnel files for current substitute employees
- Work with new substitute employees to process all new employee paperwork (e.g. W-4, I-9, Criminal Checks, etc.)
- Organize/coordinate annual Substitute Professional Development and all Substitute Orientations
- Serve as the district liaison for all substitute employees
- Work with principals/building administrators for placement of long-term substitutes
- Prepare annual evaluation lists for building and district administrators and file all employee evaluations in personnel files
- Maintain district waivers for tuition assistance and reimbursement to allow teachers, support staff and administrators to take course work to update licenses and provide staff development
- Assist area colleges and universities in placement of student teachers and student observations in schools.
- Track recertification of all certificated and licensed employees, notifying them of renewal dates
- Track highly qualified status of all certificated staff members
- Compile data from personnel records and prepares reports (e.g. Teacher Service Record)
- Assist certificated staff members with certification problems (e.g. out-of-state certificates, endorsements, ISBE contacts, etc.)
- Create recognition lists for Superintendent's office
- Arrange registration and travel for all recruiting events
- Coordinate annual meetings for school secretaries
- Distribute forms and coordinate reports necessary for personnel matters to all building locations in the district

- Assist with the creation, editing, and proofreading of Department of Personnel materials
- Maintain and coordinate revision of various handbooks, brochures and forms on an annual bases
- Perform such other duties as may be directed by the Assistant Superintendent for Personnel and Planning

Education and/or Experience:

- Associates Degree required and a Bachelor's Degree preferred.
- One to three years previous office work experience preferably in the human resources field.
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint.
- Use of computers, PC and Mac, copiers, fax machines, laminating equipment, and other office equipment.
- Must be able to pass a typing test at 55 words per minute.

FLSA Status: Non-Exempt

Employee Group: SASP

Work Year: Twelve Months

Reports to: Assistant Superintendent for Personnel and Planning

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	5%
Walking	5%
Sitting	90%

Coordination

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	100%
Outside	0%