

**HUMAN RESOURCES
GLENBROOK HIGH SCHOOLS**

JOB DESCRIPTION

Position title: Director of Human Resources

Department: Human Resources

Reports to: Assistant Superintendent for Human Resources

Summary: Under the general direction of the Assistant Superintendent for Human Resources, the Director of Human Resources plans, organizes, directs, and monitors the day-to-day personnel and benefit functions in the Human Resources Office.

Essential job function and responsibilities:

- Directs compensation and benefit programs for the District for the purpose of ensuring District is in compliance with applicable state and federal regulations
 - Manages the formulation of salaries and/or wages, supplemental, and extracurricular payments to district employees
 - Manages employee insurance programs (i.e., medical, dental, vision, prescription, disability, life) for the purpose of timely and accurate processing of open enrollment, billing, claims, COBRA conversions, and FMLA
 - Monitors insurance claims and provides periodic analysis of the program
 - Acts as troubleshooter and liaison between district and insurance companies, brokers, consultants, and other insurance services agencies and providers
 - Prepares and maintains records and manages other duties related to administration of workers' compensation claims and benefits (i.e., ensuring all work related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties as quickly as possible)
 - Manages district-wide Wellness program
 - Maintains working knowledge of all applicable laws and trends related to compensation and benefits

- Assists with the identification, development, and implementation of the goals and objectives of the District human resource management program and systems
 - Manages day-to-day operations of Human Resources for the purpose of maximizing efficiency
 - Supervises department personnel for the purpose of managing approved staffing, enhancing productivity, and achieving department objectives
 - Collaborates with other district administrators for the purpose of implementing and/or maintaining human resources related services and programs

- Supervises personnel record keeping procedures for the purpose of upholding District, state, and federal compliance requirements; including maintaining all employee files and computerized Employee Management System file
 - Implements personnel policies and programs for the purpose of conforming to relevant laws, contracts, and agreements
 - Manages the preparation of reports required by the District, state, federal, and other outside agencies
 - Maintains working knowledge of all applicable employment laws and personnel trends
- Directs overall substitute-teaching program (i.e., oversight, training, compensation, sub-tracking)
 - Directs overall paid time-off program (i.e., sick days, personal days, vacation days, sick bank program)
 - Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform job functions
 - Additional duties as assigned by the Assistant Superintendent for Human Resources

Supervisory responsibilities: Directly supervises the Human Resources Specialists positions

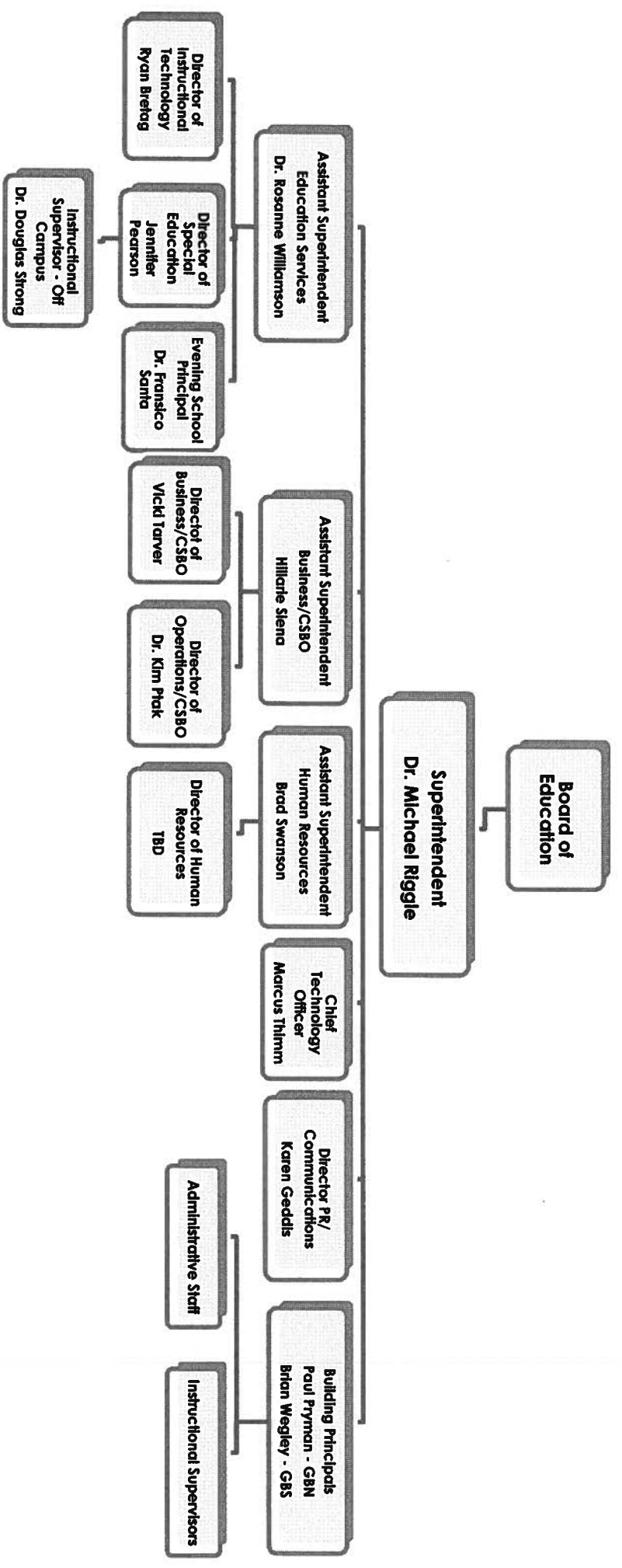
Qualification requirements: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to multi-task, work independently, and maintain confidentiality
- Excellent verbal and written communications
- Strong organizational skills and attention to detail
- Respond to general employee inquiries as needed
- Proficiency in Microsoft Word and Excel
- Possess experience with human resource software
- Effective problem-solving skills
- Ability to work in a team environment

Education and/or experience:

- Bachelor's degree required
- Master degree preferred
- 5 years experience in the field of Employee Benefits
- 5 years Supervisory and Management experience

Glenbrook 225 District Administration



Technology Supervisor Salary Schedule 2014-2015

Calendar	260	239	Hourly
1	89,289	82,077	42.93
2	91,342	83,965	43.91
3	92,712	85,224	44.57
4	94,103	86,502	45.24
5	95,514	87,799	45.92
6	96,947	89,117	46.61
7	98,401	90,453	47.31
8	99,878	91,811	48.02
9	101,376	93,188	48.74
10	102,896	94,585	49.47

Technology Supervisor Salary Schedule 2013-2014

Calendar	260	239	Hourly
1	87,883	80,785	42.25
2	89,904	82,642	43.22
3	91,252	83,882	43.87
4	92,621	85,140	44.53
5	94,009	86,416	45.20
6	95,421	87,714	45.88
7	96,851	89,029	46.56
8	98,305	90,365	47.26
9	99,779	91,720	47.97
10	101,276	93,096	48.69

Technology Supervisor Salary Schedule 2012-2013

Calendar	260	239	Hourly
1	86,499	79,513	41.59
2	88,488	81,341	42.54
3	89,815	82,561	43.18
4	91,162	83,799	43.83
5	92,529	85,056	44.49
6	93,918	86,332	45.15
7	95,326	87,627	45.83
8	96,757	88,942	46.52
9	98,208	90,276	47.22
10	99,681	91,630	47.92