



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY
4812 W. PFEIFFER ROAD
BARTONVILLE, IL 61607

SERVE • EDUCATE • PREPARE

Human Resources Manager

*Begin date 07-03-2023

12 Month Position SEAPCO Central Office

Requirements:

- Bachelor's Degree or higher with business management and school experience preferred

Professional Qualifications:

- Ability to maintain confidentiality at all times
- Provide support and guidance to all staff
- Manage the HR Dept. for SEAPCO
- Awareness of Cooperative procedures and Board of Control policies
- Ability to supervise employees
- Ability to resolve conflicts and create resolutions
- Knowledge of managing multiple projects in a timely manner and prioritizing duties effectively
- Ability to communicate in a professional manner; verbally and written
- Ability to maintain professionalism
- Knowledge in Microsoft Word, Excel, and Google
- Ability to assist with the budget and work closely with the Director and Finance Manager

Human Resources Manager Responsibilities:

- All HR related issues with the organization-assist personnel on a daily basis
- Clerical Team-assign projects, duties, work hours/schedules accordingly, job descriptions
- Work with Technology Team
- Assist staff with technology
- Troubleshoot problems for entire staff as they arise
- Assist the Director
- Meetings; Finance, Administration, Attorney, Clerical
- Meet with the Director and Finance Manager on a weekly basis
- Maintain all personnel records/files; active and inactive
- Maintain ISBE ELIS Licensure documents
- Employee Reports; weekly, monthly, yearly
- New employee appointments
- Employment applications
- Manage Central Office
- Personnel database, employment contracts, ESY contracts
- Personnel-advanced standing, CBA documents
- Maintain Central Office Google sheets & shared drive



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- FMLA (Family Medical Leave)
- Employment verifications
- Personnel reports

Board of Control Recording Secretary Performance Responsibilities:

- Prepare/Organize the BOC Agenda for the monthly meetings. The SEAPCO Board of Control Recording Secretary will meet with the Director and Chief School Business Official to plan the agenda, two weeks before each meeting date.
- The Recording Secretary will compile material generated by her/him and also by others in the Central Office. Those items may include:
 - Minutes of Regular and Closed Sessions of previous monthly meetings for Board approval.
 - BOC Bills
 - Treasurer's Report
 - Other Action Items to be determined
 - Discussion/Information Items (Personnel Update, Quarterly Referral Update, Director's Report, Financial Update, Organizational Update)
 - List of Dismissals
 - List of Resignations
 - List of Retirements
 - List of New Hires
 - Any Communications for the BOC
 - Any other items by the Director