

Barrington Community Unit School District 220

Debbie Bromley
Administrative Assistant
for HR Office

MARY DUDEK
Asst. Supt for Human Resources,
Staffing and Evaluation

Teresa Reiche
Director of Human Resources

- Administrative Assistant for HR Dept.
- Calendar and scheduling for Asst. Supt. & Director of HR
- Schedule/Correspond with certified/classified job candidates
- Fingerprinting/ID photos for certified/classified
- Create, maintain personnel files – certified/classified
- Applitrack Management/Manage all job postings
- Applitrack Administrator and employee training
- Mandated Training - Manage data/reports
- Staff evaluations/appraisals - Manage data/reports
- Manage evaluator assignments/evaluation schedules for all employees
- Coordinate new Administrator interview and hiring process
- Manage SOD List
- Correspond and maintain data for professional organizations (i.e. IASPA)
- Coordinate, schedule and assist with recruiting fairs
- Update/Maintain retirement roster
- Order/Disseminate state/federal labor law/compliance posters

- Coordinate annual retirement recognition
- Coordinate annual service recognition awards and records
- Update/Maintain RIF/Dismissal/Recall Sheet
- Update/Maintain Vacancy Sheet
- Manage department budget, invoices, P-card statements
- Recording secretary for negotiations/bargaining
- Update/maintain/track BEA/BSEO contract changes
- Coordinate Board reports and Board correspondence
- Update/maintain job descriptions
- Update/disseminate annual memos
- Assist with enrollment updates and record keeping
- Respond to survey and data requests as necessary
- Update/Maintain website and documents
- Maintain office filing and records
- Reception coverage (Mondays and every 4th Friday)
- Participate in New Hire Fairs
- Other duties as assigned

- Direct mandated training requirements
- Oversee HR procedural publications
- Oversee compliance for FMLA, employee leave, disability, worker's comp
- Oversee compliance with Affordable Health Care Act
- Facilitate Affordable Health Care Committee
- Timesheet verification as necessary
- Communicate/correspond with employees
- Oversee storage/security/compliance for personnel records
- Direct unemployment proceedings as necessary
- Oversee hiring/employment of employees
- Direct contract compliance/implementation; participate in BSEO negotiations
- Assist with contract management/implementation/compliance, and participate in negotiations for the BEA as directed
- Employee relations/discipline for BSEO
- Facilitate RIF/dismissal/recall sheet
- Direct ongoing update/maintenance of SOD List
- Oversee/Direct employee onboarding and off boarding

- Supervise Benefits Coord., Sub/Temp Coord., and Admin Support
- Recruit/manage/oversee placement of student teachers/interns
- Participate/oversee job fairs and job recruiting activities
- Facilitate IMRF retirement meetings & activities (BSEO)
- Oversee supervision & evals of subs & classified employees
- Assist with supervision/eval process for teachers/admin
- Assist with all aspects of licensure
- Assist with all aspects of employee investigations/ employee discipline
- Direct compliance
- Direct/update Dept. flow charts
- Oversee electronic personnel file software
- Participate as a member of committees as directed
- Other duties and responsibilities as assigned

Kelly Gruenfeld
HR Specialist (Position Control, Compliance,
Licensure, Data Entry)

Kris Benoit
Benefits Coordinator

Corah Abbott
HR Specialist
(Subs/Temporary Employees, Project
Management, System Integration)

Anne Boncimino
Admin Assistant for The Depts. of
Teaching & Instruction and HR
(and Central Office Reception)

- Manage compliance alignment
- Licensure - Manage compliance and communication
- Manage Payroll Export
- Serve as District IMRF Agent
- Update/maintain licensure/FTE records for SOD List
- Update/maintain Co-curricular/stipend records
- Management/Communication - FTE, salary/wages, adjustments, contractual alignment, etc.
- Maintain/Manage Employee Information System Data
- Annual assignment letters – FTE, salary/wage notification
- Manage new hire processing, employment paperwork, initiation and onboarding for certified staff
- Update new hire packet/onboarding paperwork
- Position Control: Manage and maintain FTE records
- Create/Manage FTE/staffing reports
- Manage/Testify: Unemployment Hearings
- Manage/disseminate name change information
- Manage off boarding/separation in Skyward
- Update/maintain seniority/longevity/contractual pay records
- Data mining/reports for collective bargaining
- IWAS Surveys and state reports as assigned
- Assist with fingerprinting/ID photos
- Employment verifications: service in district
- Respond to survey and data requests as necessary.
- Update/Maintain website and documents
- Maintain office filing and records
- Reception coverage (Thursdays and every 4th Friday)
- New Hire Fair tasks
- Other duties as assigned

- Manage employee benefits (enrollment, communication):
Onboarding/Offboarding: Benefits
- Facilitate staff meetings: employee benefits
- Manage EAP program (communication, information)
- Manage ACA compliance and record keeping
- Participate in District Insurance Committee
- Communication of procedures/information: benefits, work calendars, leave/absence procedures
- Input employee attendance data
- Annual update of Org Chart in Skyward
- Update/Maintain LOA sheet and employee leave data
- Manage new hire processing, employment paperwork, initiation and onboarding for classified employees
- Update/Maintain BEA & BSEO Sick Bank data
- Provide support/training of time-off request procedures
- Review timesheets for alignment to FLSA, contracts, etc.
- Manage ADA compliance requirements
- Coordinate w/ Nurse Coordinator: health screenings, wellness
- Manage Worker's Comp and Company Nurse
- Provide data/reports for collective bargaining
- Assist with fingerprinting/ID photos as necessary
- Annual OSHA report
- Schedule employee physicals
- Assist with screening subs during high volume periods as needed
- Create reports/manage data as assigned
- Respond to surveys and data requests as necessary
- Update/Maintain website and documents
- Maintain office filing and records
- Reception Coverage (Wednesdays and every 4th Friday)
- New Hire Fair tasks
- Other duties as assigned

- AESOP Administrator and employee training
- ID Badge Machine Administrator: manage/create staff ID's
- Manage Substitute/Temp Employees (hiring, assignments, scheduling)
- Fingerprinting/ID photos for subs/temporary employees, volunteers
- Create, maintain personnel files – subs/temporary employees, volunteers
- Coordinate substitute training; oversee ongoing support for subs
- Manage new hire processing, employment paperwork, initiation and onboarding for subs/temporary employees, volunteers
- Manage sub/temp quality control and performance concerns
- Manage student teacher and intern placement and records
- Manage/Maintain professional growth records, course approval process, lateral/wage changes for all staff
- Assist with ADA compliance requirements for subs/temps
- Assist with Management/Testifying: Unemployment Hearings
- Coordinate website updates/systems upgrades for HR Department
- Yellow Folder (electronic personnel files) Administrator and Integration
- Assist with Position Control and maintenance of FTE records
- Assist with Applitrack online application system as necessary
- Integration/Management of Applitrack online new hire paperwork
- Assist with collective bargaining as necessary
- Maintain office filing and records
- Create reports/manage data as assigned
- Respond to survey and data requests as necessary
- Reception Coverage (Tuesdays and every 4th Friday)
- New Hire Fair tasks
- Other duties as assigned

- District reception/phones
- Receive/direct visitors and calls
- Receive/distribute inter-school and first class mail
- Maintain/operate postage machine
- Update/Disseminate system-wide & administrative phone lists
- Coordinate Admin Center communication of special announcements
- Seek & obtain reception desk coverage as needed.
- File and maintain personal day requests
- Compose and prepare correspondences, forms, reports, and documents as necessary
- Create, maintain, and update employee records, data, and files as necessary
- Maintain Summer University, FLEX, and Board Credit
- Assist with program enrollment, petition process, parent notification and other program protocols and maintain records
- Assist Benefit Coordinator with attendance records/data
- Maintain and schedule Admin Center conference room
- Employment verifications: financial
- Assist with collective bargaining as necessary
- New Hire Fair tasks
- Other duties as assigned