



McLean County Unit District No. 5

Employment Opportunities

Openings as of 9/5/2025

Human Resources Generalist - Professional Development and Operations

JobID: 9857

Position Type:
Administration

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Date Posted:
9/4/2025

Location:
Unit Office

Date Available:
August 2025

Closing Date:
Open Until Filled

McLean County Unit District No. 5

JOB DESCRIPTION

Position Title: Human Resources Generalist - Professional Development & Operations

Department: Human Resources- Administration

Reports to: Director of Human Resources

FLSA Class: Exempt - Professional

FTE: 1.0

Summary

The Human Resources Generalist will oversee the recruitment, hiring, and onboarding of substitutes and non-certified staff within the district. This role will also manage the tuition waiver process and coordinate mandated training for all employees, ensuring compliance with district policies and regulations. Additionally, the HR Generalist will provide ongoing support and guidance to staff and substitutes using the absence management platform, troubleshooting issues and ensuring smooth operations. Working collaboratively with staff, administration, and external partners,

this individual will help maintain efficient, effective, and ethical human resources processes across the district.

Key Responsibilities

- Develop, Implement and Maintain process of securing quality substitutes in all capacities to include training and retention.
- Oversee the planning, coordination, and delivery of all mandated training programs for staff within the District. Ensure compliance with state and federal regulations by organizing training schedules, communicating requirements, and tracking participation.
- Coordinate the process for distributing tuition waivers to eligible staff members. Maintain accurate records of tuition waiver requests, approvals and disbursements.
- Collaborate with Food Service and Custodial/Maintenance Directors to streamline the hiring process. Provide ongoing support to the hiring team and candidates throughout the selection and onboarding process.
- Add new hires to the absence management platform, ensuring all necessary employee and substitute information is accurately entered and updated in the system. Serve as the primary point of contact for staff experiencing technical difficulties.
- Monitor and maintain up-to-date labor law posters throughout the District to ensure full compliance with federal, state, and local regulations. Conduct periodic audits to verify that all required postings are properly displayed.
- Assist with employee relations, recruitment, onboarding, performance management, and other general HR functions as needed.
- Participate in: union meetings, investigatory interviews, grievance meetings, Operations meetings, and other meetings as assigned.
- Develop and lead workshops or informational sessions related to human resources policies, laws, and best practices for staff members.

Qualifications

- Bachelor's degree in Human Resources, Education Administration, Psychology, Organizational Development, Business Administration, or a closely related field required.
- At least two years of experience in Human Resources, preferably in an educational setting.
- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP) preferred.
- Experience working with unions and understanding collective bargaining agreements is a plus.
- Ability to handle sensitive and confidential information with professionalism and discretion.
- Excellent communication skills, both verbal and written, with the ability to interact effectively with diverse populations.
- Strong organizational and time management skills with the ability to manage multiple priorities simultaneously.
- High level of ethical behavior, integrity, and commitment to compliance with district policies and legal standards.
- Strong problem-solving and conflict-resolution skills, particularly in employee relations matters.
- Ability to work independently and collaboratively in a fast-paced, team-oriented environment.

Physical Requirements

- Ability to sit or stand for extended periods.
- Ability to use a computer and other office equipment.
- Occasional travel between district sites may be required.

Compensation

The salary range for this position is \$60,600-92,700 annually. Benefits include Board paid medical, dental, and vision insurance, District paid IMRF retirement contributions, paid time off, and life insurance.

How to Apply

Apply online at www.unit5.org/Employment

Equal Employment Opportunity (EEO):

McLean County Unit District No. 5 is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local laws. We are committed to fostering a diverse and inclusive workplace where all employees and applicants are treated with dignity and respect.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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