



Job Title: Human Resources Manager
Reports to: Chief Financial Officer
FLSA: Full-time, Exempt

Job Summary

The Human Resources Manager is a dual-role involving full spectrum human resources and some office management responsibilities. The HR Manager reports directly to the CFO. This role is responsible for performing HR-related duties on a professional level in the following HR functional areas: benefits administration, employee relations, performance management, onboarding, policy implementation, recruitment and employment law compliance. The office manager component of this position is responsible for supporting front office activities, substitute teacher scheduling oversight, school transportation management including coordination of school buses, relationship with parents, ensuring students safely return home, as well as carpool and pick up and drop off student oversight.

The ideal candidate will be a detail oriented, self-starter, who has a strong HR compliance background. This candidate should be person-centered-focused, bringing enthusiasm to the office. The candidate will be expected to perform the following responsibilities:

Essential Job Functions:

- Administers all benefits plans, including enrollment, support of claims processing, filing requirements and legal compliance.
- Administers various human resource plans and procedures for all school personnel; assists in the development and implementation of employee handbook and personnel policies and procedures, in conjunction with senior management.
- Conducts recruitment efforts including all posting, preliminary evaluation of candidates, scheduling and; conducts new-employee orientations and preparation of paperwork;
- Works with school administrators to develop and implement training programs that ensures that all employees are following all policy and procedures as well as have the information they need to make decisions about their benefit plans.
- Handles employee exit interviewing and internal documentation.
- Maintains company organization charts and the employee directory.
- Maintains compliance with federal and state regulations concerning employment.
- Supervises and coordinates overall administrative and office activities.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout,



- Primary back up for the School Front Desk position.
- Oversight of substitute teacher scheduling
- Managing transportation and Carpool Supervision and coordination.
- Participates as needed in special projects for the CFO.
- Administrative duties as needed.

Qualifications

- A minimum of five to seven years' Human Resources experience required.
- Minimum of Bachelor's degree required.
- Outstanding written and oral communication skills as well as the ability to work with and motivate colleagues.
- Strong proficiency with HRIS systems, experience with ADP preferred.
- Strong proficiency in Google suite and Microsoft Office Suite, with a high level of experience with Excel and Word.
- Strong understanding of Federal and State employment regulations.
- HR experience working in the field of education preferred
- Highly organized with the ability to work in a fast paced environment while maintaining a keen attention to detail.

Work Environment and Physical Demands

The job is performed in a generally clean and healthy environment, but there may be possible exposure to childhood diseases and illnesses. Exposure to heated/air conditioned and ventilated facilities with average interior dust with occasional exposure to outdoor elements. Exposure to normal school environment that is usually quiet but sometimes noisy.

The physical demands described here are representative of those that must be met by a school employee to successfully perform the essential job responsibilities and functions. Reasonable accommodation may be requested to enable individuals to perform the essential responsibilities of the job:

- Ability to sit, stand, move, communicate, hear, and read during the course of normal activities.
- Able to use computers and other tools.
- Ability to think and concentrate for sustained periods of time.
- In-person attendance necessary to provide effective performance during normal school hours.