

JOB DESCRIPTION

HUMAN RESOURCE COORDINATOR

The Human Resource Coordinator will facilitate and help maintain a workplace environment that is productive, proactive and which supports the mission and vision of CFCI.

Reports to: CFCI Director

Supervises: NA

Desired Education: Bachelors degree in Human Resources Management or related field

Years of Experience Preferred: 3-5 years in Human Resource Field

Position Type: 12 months, part time (29 hours flex time)

Salary Range: \$32,000-42,000 with health insurance, \$36,000-46,000 w/o health insurance

The Human Resource Coordinator will

- Actively participate in the CFCI Administrative Team and follow through on assignments
- Sign and commit to CFCI's professional conduct policy and confidentiality agreement
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Serve as back up in emergency situations
- Attend faculty meetings as appropriate
- Serve on appropriate Board Committee(s) as designated through Administrative Team
- Attend school wide events as appropriate
- Attend CFCI Board meetings as appropriate
- Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Team

Personnel:

- Collaborate with Administrative Team to advertise open positions; perform background checks, check references, research licensure and teaching credentials to assist the hiring process; conduct interviews for hiring; screen applications; document thereof.
- Maintain files of resumes, letters of interest and applications
- Collaborate with Administrative Team and appropriate committee to organize and develop employment procedures for the assimilation/induction of all employees new to the school.
- Within the context of CFCI's policy, serve as consultant to provide information, guidance and support to individual employees and Administrative Team about personnel issues.
- Receive, ensure proper documentation of and categorize grievances (employment, interpersonal, business).
- Administer employee benefit program.
- Develop teacher assistant schedules
- Maintain and track Leave Balance System and provide data to staff upon request
- Complete termination paperwork
- Maintain Personnel Files for all employees
- Recruit qualified substitute teachers and maintain updated list for teachers to use
- Provide up to date information regarding salaries etc. to Administrative Team as requested

Communication:

- Maintain and/or update all required forms dealing with policies concerning staff communication and professional expectations
- Collaborate with Administrative Team to maintain current and historical job descriptions.
- Maintain employee contracts in a timely manner to ensure the continuity of school functions
- Create spreadsheet from info from beginning of year forms and make information available as appropriate
- Provide staff development training on relevant topics, such as Harassment, Certification and Benefits

Administrative:

- Ensure proper documentation for personnel files.
- Coordinate with Director and Curriculum Coordinator to ensure proper documentation and filing of Beginning Teacher paperwork.
- Ensure the proper documentation and filing of the Action Team process.
- Submit Continuing Education Units (CEU) reports to NC DPI.
- Update/maintain staff bios.
- Maintain records of professional development and licensure renewal credits.
- Submit licensure requests, documentation and verification forms to NC DPI
- In collaboration with the Curriculum Coordinator, update the Staff Handbook yearly.
- Publish updated Staff Handbook.
- Create/distribute beginning of year packet in collaboration with Director and Curriculum Coordinator
- Maintain updated copy of CFCI Policy and Procedure Manual
- Serve on Policy and Procedure Review Committee
- Submit monthly payroll data and documentation to Business Operations Coordinator
- Consult with Administrative Team to ensure adherence to federal and state laws regarding personnel