



Human Resources Manager

Type: Full-Time, 12-Month Employee

Supervisor: Chief Financial Officer

Location: Chicago, IL

Start Date: January, 2020

Mission Statement

Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

At Catherine Cook, we believe that diversity is one of the five core values that defines the culture of our school. We define diversity as the range of differences between people but most commonly: racial; socioeconomic; cultural or ethnic/language; physical ability; age; gender and gender identity; sexual identity and religious differences.

Position Statement:

In the last year, Catherine Cook School has experienced a great deal of change and growth. This is an exciting time for the community. The school is looking for a Human Resources Manager to help create and establish inclusive people practices and policies for this next phase. The ideal candidate is passionate about education; willing to collaborate; flexible; and is focused on supporting a diverse and inclusive culture for our school community. Most importantly, the ideal candidate has experience in creating repeatable and sustainable processes that will support the school now and in the future.

Duties and Responsibilities:

- Collaborate with the Administrative Team in creating and sustaining an inclusive culture which attracts, retains, and develops employees who live and breathe our values, and sets them up for success to do the best work for the Catherine Cook community.
- Build, maintain, and manage effective employee onboarding and people programs.
- Draft, maintain, and communicate employee policies in partnership with the Department of Advancement (communications).
- Develop relationships and processes to understand people, build trust, and sift through emotional situations to identify core issues.
- Experience with employee relations, benefits, and performance management. Resolve complex people problems by applying relevant policies, past practices and/or best practices to reach a conclusion, including escalation as needed.
- Provide consultation and guidance on performance management (review process and ongoing, real-time feedback).

- Knowledgeable of industry trends and employment legislation and will ensure the organization's compliance (including 5500 oversight, assisting with 403(b) audits and all compliance required surrounding the administration of 403(b) and 457(b) plans).
- Responsible for compliance with federal, state and local legislation as it pertains to personnel (i.e. annual EEOC filing).
- Maintain job descriptions and assists in both job postings and screening of applicant resumes.
- Assist the Head of School and Chief Financial Officer with designing the annual compensation program.
- Annually review and make recommendations to Head of School for improvement of the organization's policies, procedures, and practices on personnel matters, including updating the Employee Handbook.

Minimum Requirements:

- A minimum of 5 years of HR leadership experience, preferably in a school setting
- Ability to develop sustainable people processes
- Develop and manage HR administrative processes
- A deep passion for education, diversity, equity and inclusion, and creating cultures that support staff, students, and parent communities
- Ability to be flexible as the organization changes and grows
- Strong understanding of employment laws (EEOC | FMLA | ADA | etc.)

Benefits:

Catherine Cook School offers its employees a competitive benefits package including paid time off, medical, vision, dental, life insurance, retirement plan, and daily lunch.

Catherine Cook School is an equal opportunity employer. Please visit catherinecookschool.org to learn more about our school and culture to see if you'd be a good fit.

Qualified candidates can direct their resumes and cover letters to:

Rachel Pujol, Executive Assistant to the Head of School & Office Manager
 rpujol@ccookschool.org