



HUMAN RESOURCE MANAGER

Type: Full-Time

Supervisor: Chief Financial Officer

Start Date: Immediately

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.

Job Description

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, including providing financial and administrative services to ensure effective, efficient, and accurate financial information and administrative operations.

General Responsibilities will include, but are not limited to:

- 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 EEO-1 reporting and OSHA recordkeeping and reporting).
- 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.
- Semi-monthly processing of payroll
- 403 (b) reconciliation and remittance of employee and employer funds to the plan administrator
- Reconciliation of monthly benefit bills to employee deduction reports; submit bills for payment
- Administer employee parking and VENTRA set up
- Coordinates leaves of absence and processing claims (FMLA, STD, worker's comp, etc.)
- Coordinates employee exits including COBRA
- Issue employee agreements and onboard new employees including background checks
- Educate employees on available benefits and the benefit enrollment process
- Set up employee PTO accruals in Paylocity for time and attendance
- Assist in updating the employee handbook
- Coordinate and manage the school wide calendar, including hosting a weekly or bi-weekly meeting with various personnel throughout the school for planning purposes
- Coordinate and schedule busses for student trips, i.e. field trips, retreats, community service, etc.
- All other projects/tasks as assigned by the Chief Financial Officer

Ideal candidates will possess:

- Bachelor's degree or Associates Degree in a business-related field
- A minimum of 5 years of HR leadership experience, preferably in a school setting
- Proficient in Microsoft Office
- 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.)
- Must be detail oriented, highly organized, possess a high level of accuracy, and ability to multitask
- Ability to maintain confidentiality
- Ability to effectively communicate with all constituents of the school

Compensation is competitive and commensurate with education and experience. 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 send their resumes, cover letters, and references to:

Susan Heglin, Chief Financial Officer, sheglin@ccookschool.org