



## Human Resources Manager

Type: Part-Time, 16 hours per week  
Supervisor: Chief Financial Officer  
Start Date: TBD

### **Mission Statement**

*Catherine Cook School is a vibrant learning community that fosters curiosity, develops critical thinking, and inspires compassionate leadership for students in preschool through 8th grade.*

### **Diversity Statement**

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

### **Job Description**

Catherine Cook School seeks 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, 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.
- Develop relationships and processes to understand people, build trust, and sift through emotional situations to identify core issues.
- 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
- 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.

- Coordinates leaves of absence and processing claims (FMLA, STD, worker's comp, etc.)
- Coordinates employee exits, including COBRA
- Handles unemployment claims, including contesting, as necessary
- Onboard new employees, including background checks
- Educate employees on available benefits and the benefit enrollment process
- All other projects/tasks as assigned by the Chief Financial Officer

**Ideal candidates will possess:**

- Bachelor's degree or associate degree in a business-related field
- A minimum of 5 years of HR leadership experience, preferably in a school setting
- Experience with employee relations, benefits, and performance management.
- 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

Must be fully vaccinated against COVID-19

*Compensation is competitive and commensurate with education and experience. Catherine Cook School is an equal opportunity employer. Please visit [catherinecookschool.org](http://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, at [sheglin@ccookschool.org](mailto:sheglin@ccookschool.org).