



# Bluffview Montessori

Adopted: DRAFT

## **Position**

Human Resources Coordinator

## **Fair Labor Standards Act Status**

Non-exempt

## **Position Overview**

The Human Resources Coordinator must use the school mission, vision, and strategic plan as guiding principles during all decision making processes. The Human Resources Coordinator works with and reports to the Head of School and Assistant Head of School, carries out the broad human resources policies established by the Board, and acts within the limits of all policies set by the Board of Directors.

## **Licensure and Certification Requirements**

- AD in Human Resources or
- BA/BS from an accredited university with a major in a related field such as human resources, business, social studies, psychology, industrial relations and accounting
- Ability to acquire a Public Sector HR Certification if deemed necessary

## **Education and Experience Preferences**

- Prior successful experience in a Human Resources related field preferred
- Demonstrated continued professional development through coursework, research, peer collaboration and/or job-embedded staff development

## **Essential Functions**

- Collaborate with Head of School and Assistant Head of School to oversee human resource functions of the school while upholding the Vision, Mission, and Core Values of Bluffview Montessori
- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Maintain a working knowledge of and ensure implementation of any and all professional best practices and legal issues regarding human resources
- Ensure the school environment is safe in all regards
- Engage in effective communication with all stakeholders as necessary



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- Provide reports to the Head of School, Board of Directors, and Administrative Committees regarding developing school goals, and executing plans to support and achieve those goals
- Participate in any committees that have a direct impact on human resources as needed
- Engage in continuing education and any staff evaluation and development plans or policies that may be in place or developed
- Foster an atmosphere of respect and harmony; emphasize communication, interdependence, and cooperation
- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the School Board and Head of School
- Maintain confidentiality of all protected health information (PHI) and use discretion to prevent breach of any private personnel information
- Perform other duties as required by administrative leadership

## **Duties and Responsibilities**

- Lead and direct the Human Resources Committee, including the drafting of agendas, minutes, and other related documents as required
- Submit HR Committee minutes to Head of School for inclusion in monthly Board of Directors packets
- Manage personnel files, including completion of all pre-employment documentation including Form I-9, W-4, (enter other relevant docs/processes here such as pre-employment drug screen or background checks if applicable)
- Manage/coordinate hiring including but not limited to job postings on the school website and external sites, job application docs, maintaining updated job descriptions, interview questions, and interview rubrics, filing all interview documents, verification of requisite employment credentials and a keeping database of applicants
- Work with the Head of School to draft letters of employment, wage theft documentation, and the communication of those documents to our financial management team.
- Participation in the staff evaluation process as needed, which includes promotion, job title shifts, and termination
- Ensure Equal Employment Opportunities (EEO) including Uniform Guidelines and reporting, as well as working to build a strong and diverse workforce. This includes knowledge of the World's Best Workforce Plan
- Seek out and utilize external HR resources and networking as appropriate
- Monitor professional certifications such as renewal dates of teacher licenses to ensure they are aware of renewal requirements and timelines
- Coordinate benefits administration including but not limited to dental, life, and disability insurance including COBRA administration.
- Maintain up-to-date policies, manuals, and handbooks



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- Manage an annual cycle of review of all school policies, ensuring organizational compliance with the law. Use resources such as the MSBA model policies, Authorizer network, or other professional resources to draft, refine, or otherwise augment policies as necessary
- Maintain a working knowledge of employment law, specifically as it pertains to Bluffview's responsibilities as a Public Charter School and as an At Will employer
- Knowledge of job classification and compensation
- Actively manage the school website
- Serve as Compliance Officer for Americans with Disabilities Act
- Strong knowledge of and ability to apply Family Leave and Medical Act guidelines and requirements
- Coordinate Workers Compensation program
- Coordinate with Head of School and Assistant Head of School regarding staff discipline consistent with Board policies and employment standards
- Engagement and Leadership in any strategic human resource related initiatives

## Knowledge, Skills and Abilities

- Comprehend and follow instructions, applying good judgment
- Perform repetitive tasks with attention to detail
- Maintain work pace and accuracy
- Strong computer skills
- Synthesize and analyze complex data
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with all stakeholders and contractors in all modalities
- Plan, direct, manage, and evaluate others

## Physical Demands:

Activity	Frequency
Grasping/handling	Constantly (80%-100%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Occasionally (10%-29%)
Speaking and Listening	Constantly (80%-100%)
Sit at table/on floor	Frequently (55%-79%)
Crouch, stoop, climb, balance or run	Seldom (1%-9%)



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Stand, walk	Frequently (55%-79%)
Lift/carry up to 10 lbs	Periodically (30%-54%)
Lift/carry up to 50 lbs	Seldom (1%-9%)
View computer monitor/media	Periodically (30%-54%)
Exposure to seasonal weather	Seldom (1%-9%)

## Special Requirements

Final appointment to this position will be contingent upon passing a criminal background check.

## Equal Opportunity Employment

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.

## Additional Employment Statement

*This responsibilities list is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter any and all responsibilities associated with the AHOS position. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

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Signature

Date