

Human Resources Coordinator

Summary

The Human Resources (HR) Coordinator provides general oversight and support with respect to personnel management, recruiting, compensation and benefits administration, performance management, and employee relations and communications. This role will work collaboratively with the School's leadership team to recruit and retain outstanding faculty and staff that support the school's mission and guiding principles.

Employment Classification

This is a full time, twelve month, FLSA-exempt position. Occasional evening work will be required. The Human Resources Coordinator will report to the Head of School.

Personnel Management

- Ensure regulatory compliance with federal, state, and local agencies for employee relations, recruitment activities and benefits
- Coordinate recruitment and hiring processes, and provides guidance to hiring individuals (post open positions on applicable websites, utilize paid advertising as needed, ensure job descriptions and classifications are up to date, review applications, conduct screening interviews, maintain employment application system, answer questions from applicants as needed, create employment offer letters and employment contracts, and submits background checks
- Ensure compliance with USCIS Form I-9 Employment Eligibility Verification
- Maintain all employee and applicant documentation as required by governing agencies
- Confirm employment verifications
- Develop materials related to the benefits of being part of the Riverstone team (print and digital)

Professional Assistant to the Head of School Responsibilities

- Manage the Head's calendar, schedule meetings, ensuring efficient day-to-day operations.
- Contribute to the organization of school events, meetings
- Act as a liaison between the Head, staff, parents, and external stakeholders, facilitating clear and timely communication.

Compensation administration and other Responsibilities

- Administer teaching salary structure and make recommendations for changes
- Develop and administer compensation structure for non-teaching staff
- Develop and administer compensation programs outside of contracted salaries (stipends, etc)
- Coordinate leaving tracking program for exempt and non-exempt staff
- Coordinate, update and disseminate Employee Handbooks annually
- Coordinate or provide in-house training as needed on topics such as employment law, respectful workplace, and benefits
- Be a visible presence in the school that allows staff and faculty to be comfortable approaching HR when needed
- Maintain confidentiality and proper documentation

Employee relations

- Coach, counsel, and guide managers before executing employee actions, including utilizing external counsel as needed

Benefits Administration

- Communicate benefit programs and materials to employees



- Monitor employee eligibility for benefits plans and manage open enrollment for plans
- Coordinate 403(b) retirement plan with TIAA, including enrollments, changes, and terminations
- Work with benefits broker to enroll, change, and terminate employee benefits for medical/dental insurance, life insurance, short- and long-term disability
- Coordinate employee benefits education opportunities
- Coordinate workers compensation, unemployment, and Family Medical Leave Act
- Review changes in benefit plan renewals with benefits broker, Head of School, and Business Office
- Collect and maintain benefit related historical documents

Successful candidates will have the following qualifications:

- Bachelor's degree
- Experience in the field of human resources management
- Knowledge of COBRA, FMLA, ADA, ERISA, and wage and hour laws
- Exceptional verbal, written, and communication skills
- Ability to work effectively as a collaborate team member and diffuse stressful situations
- Demonstrated computer skills in Google Suite , MS Office
- Experience in school or non-profit organization a plus

Reviewed August 27, 2024