



YOUNG LEARNERS

S C H O O L

POSITION:	Human Resources Specialist	DEPARTMENT:	Administration
STATUS:	Exempt/FT	SUPERVISOR	CEO/Superintendent
SUPERVISES:	NA	REVISED:	September 2020

POSITION SUMMARY

The Human Resources Specialist (HRS) handles and provides support for various HR employee programs within the organization. Major responsibilities include preparing compensation and benefits packages, setting up company policies and maintaining updated employee records.

RESPONSIBILITIES AND DUTIES

- Prepare and review compensation and benefits packages; including but not limited to: medical, dental, vision, and supplemental.
- Coordinates benefits enrollment with third-party administrator.
- Monitor the completion of mandatory compliance courses.
- Process payroll and absence tracking for all employees.
- Process all travel requests including registration, transportation, and accommodations with cost analysis and budget tracking with approval of Business Manager.
- Prepare travel packets and follow-up with participants to receive documentation regarding travel arrangements and payment.
- Update district website as needed.
- Maintains up-to-date personnel files.
- Maintains a listing of approved positions along with assigned salary grade levels.
- Maintains budget spreadsheet of employee salary records.
- Oversees on and off boarding for hires and terminations.
- Assists supervisors in hiring process by coordinating job postings on the website, reviewing resumes, and participating in interviews and reference checks.
- Explains human resources policies and procedures to new and existing employees.
- Ensures new hire paperwork is completed and processed.
- Informs job applicants of job duties, responsibilities, benefits, schedules, working conditions, etc.
- Oversees employee grievances.
- Conducts HR training sessions.
- Creates and implement employee evaluation system.
- Maintain organizational charts.
- Maintains job descriptions and revisions.

- Works with principals and supervisors to project hiring needs.
- Oversees recruitment and retention.
- Develops and implements HR policies.
- Perform other job-related duties as assigned

QUALIFICATIONS

- Bachelor's degree
- Strong data entry experience
- Excellent organizational and multi-tasking skills
- Excellent attention to detail
- Excellent analytical skills
- Excellent verbal and written communication skills
- Ability to maintain confidential information
- Knowledge of charter school operations, desirable
- Strong proficiency with Microsoft Office products and ability to use technology

OTHER POSITION REQUIREMENTS

- Maintain regular attendance.
- Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard, smart board and other classroom technology.
- Ability to lift/carry up to 25 pounds, including but not limited to: books, paper and instructional/office materials/supplies.
- This position requires frequent standing, walking, sitting, bending, kneeling and/or the ability to be mobile.
- Ability to travel throughout the district and city as needed by means of personal/private or public transportation in compliance with the state's department of motor vehicle and/or public transportation laws.

EXPECTED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to build and sustain positive, collaborative relationships both internally and externally
- Ability to supervise people
- Knowledge of federal, state and local policies, objectives, accountability and compliance
- Knowledge of statutory and regulatory requirements in area of responsibility
- Ability to interpret laws, rules, and policies
- Ability to plan and present information to a variety of audiences
- Ability to facilitate various size groups using facilitative leadership skills
- Skills in written and oral communication, planning, and organization
- Knowledge of current trends, methods, research, and technology in area of responsibility
- In-depth knowledge of assigned program and service area

- Ability to collect, analyze and interpret data

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature _____ Print _____ Date _____

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

This description describes the general responsibilities and requirements for the stated position and in no way is an exhaustive list. Young Learners School maintains the right to assign or reassign responsibilities to this position at any time.

Shift Type: **Full-Time**
Salary Range: **\$55,000.00 - \$70,000.00 / Per Year**
Location: **Administrative Office - 3333 Bering Dr., Houston 77057**