



## **Job Description**

This job description indicates the general duties and physical requirements of work performed by the employee with this job designation. It should not be interpreted or construed as a comprehensive inventory of all duties, responsibilities, qualifications and physical requirements required of the employee assigned to this job, as these might vary from day to day or as business needs demand.

**Position:** Human Resources Manager

**Status:** Full-time

**Date Posted:** 10/26/16

### **Key Contributions**

The Human Resources Manager is responsible for coordinating activities that support all faculty and staff personnel. This position works to maintain confidentiality and compliance with all regulatory requirements pertaining to records management and plays a key role in recruitment, evaluation, and retention of faculty and staff in conjunction with the Administrative and Faculty Chairs.

### **Assigned Responsibilities**

- Works in conjunction with the Administrative and Faculty Chairs (the Chairs) to recruit potential candidates as necessary.
- In conjunction with the Faculty Chair and FLC, responsible for hiring and maintaining a pool of substitute teachers.
- Responsible for employee orientation. Works with the Chairs to establish standardized orientation programs for all Linden Waldorf School employees.
- Works with the Business Manager to administer and educate regarding employee benefits.
- Assists the Faculty Chair in scheduling mentors and evaluators throughout the school year.
- Works at the direction of the Chairs to assist in coordinating observation and mentoring schedules.
- Along with the administrative team carries the consciousness for the administrative needs of the faculty

- Primary responsibility for records management to include applicable regulatory compliance.
  - Maintains personnel records including required certifications, background checks, screenings, and all other personnel documentation needs.
  - In conjunction with the administrative team, responsible for student records management.
- Coordinates all certification, annual screenings, and other regulatory required events to ensure that faculty and staff maintain compliance.
  - Reports any deficiencies to the Chairs.
- Works with the Chairs, Faculty, the administrative team, and the Parent Alliance to assist in coordinating Festival Life at Linden Waldorf School.
- Assists the Chairs with personnel issues from a regulatory/policy perspective, ensuring that the state and federal laws are upheld.
  - Works to ensure that confidentiality is held to the highest standard
- Maintains all applicable human resources/employment policies and standards and works in conjunction with staff, faculty, and the Governance committee to ensure that these guiding documents are applicable and up-to-date from a regulatory and compliance perspective.
- All other duties as assigned by the Chairs.

This position reports to the Administrative and to the Faculty Chair and participates in general administrative/faculty shared responsibilities as needed. This position requires in-person interaction; therefore, the Human Resources Manager will maintain regular hours on campus through the year.

### **Qualifications**

- Belief in the mission, vision, and goals of Linden Waldorf School
- Background in Human Resources; certification preferred
- Ability to analyze, interpret, and summarize data.
- Experience with the Microsoft suite of products and HR management software (Taleo, Kronos, etc.).
- Minimum requirement of an Associate's Degree from an accredited school; Bachelor's preferred.

### **Core Competencies/Attributes**

- Personal credibility
- Diplomacy/flexibility
- Trustworthy
- Strong time-management skills/highly organized
- Interpersonal Awareness
- Belief in the mission, vision, and goals of LWS and the philosophy of Waldorf education
- Ability to analyze, interpret, summarize, and present data

## **Physical Job Requirements for all Linden Waldorf School Employees**

Must be able to:

- Remain in a stationary position for extended periods of time, standing or sitting.
- Move about to reach students and/or access file cabinets, office machinery, etc.
- Constantly/occasionally operate a computer and other office machinery.
- Ascend/descend stairs and traverse campus
- Position self as needed, including bending, crouching, kneeling, lifting, reaching.
- Lift up to 40 pounds.
- Frequently communicate with students, parents, colleagues, and leadership.
- Actively supervise students with focus even when distractions present.
- Work in various outdoor weather conditions for extended periods of time.

*It is the policy of Linden Waldorf School to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, age, religion, national origin, disability, status as a covered veteran, or any other legally protected status, in accordance with federal and state law, and not to discriminate on the basis of sexual orientation. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.*