

## JOB DESCRIPTION

# Human Resources Manager



CHERRY HILLS  
CHRISTIAN SCHOOL

The Human Resources Manager contributes to the creation of a flourishing culture by embracing and embodying the vision and mission of Cherry Hills Christian School. The Human Resources Manager designs and executes systems, processes, logistics, reports and resources that further the vision and mission by operationally resourcing the hiring and transition of Cherry Hills Christian staff and supports meaningful staff events and internal communication.

*Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. Fully Known, Fully Loved, Fully His...Heart, Soul, Mind, Strength.*

## RESPONSIBILITIES

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

### Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

### **Oversee an Effective, Efficient Hiring Process**

- Partner with Head of School to streamline the overall process of hiring
- Partner with the Directors to create job postings and utilize CHC's website and external job posting sites for maximum impact
- Manage the career page of CHC's website to ensure job postings are accurate
- Partner with the Directors to design candidate interview questions for maximum impact
- Train hiring managers to utilize Paylocity for effective applicant tracking
- Ensure all candidate documents are uploaded into their Paylocity profile
- Ensure candidates complete all steps of the interview process and all relevant hiring documents for CHC

### **Manage Excellent Pre-Employment Processes That Are Thorough, Timely and Honoring**

- Ensure hiring Director submits a minimum of three reference forms (one direct supervisor, one peer, and/or one personal) for each candidate
- Review references for each candidate; flag concerns, review concerns with the Head of School
- Prepare employee offer letters for the Head of School to review and approve
- Ensure verification forms and background checks completed prior to start date
- Flag any background check concerns for review with Head of School
- Ensure new hires receive an offer letter with their role description, essentials of faith, and lifestyle statement
- Confirm formal acceptance is received in writing or e-signature
- Work with help desk and technology department to confirm account setup, phone and email list requirements
- Create mailbox name plate
- Create account within FACTs
- Communicate new hire information with benefit's administrator

### **Coordinate a New Employee Onboarding Experience (NEO) for Each New Staff Member**

- Partner with the Head of School and Directors to plan and execute a positive onboarding experience

- Partner with Directors to communicate each new hire's NEO schedule prior to start date
- Lead the execution of all NEO logistics and responsibilities

### **Ensure Thorough, Timely Off-Boarding and Exiting Practices for All Staff**

- Obtain, process and file a resignation letter for each exiting staff member
- Complete exit interviews for all exiting staff
- Provide termination information in a timely manner to payroll and other departments such as technology, benefits, and accrediting organizations
- Ensure staff resources are returned, and security measures enforced for each exiting staff
- Complete state required documentation and provide to exiting employee

### **Promote Staff Development Support**

- Ensure all staff have a current (and refreshed) job description on an annual basis
- Work with Directors to complete and submit evaluations in a timely, thorough manner
- Coordinate CPR recertification with school nurse
- Support teaching staff through the ACSI Certification/Recertification process
- Remind staff when Colorado Teaching Licenses are due for renewal

### **Provide Human Resources/Benefits Support**

- Manage short-term and long-term disability claims
- Manage Workers' Comp claims and reporting
- Manage FMLA processes
- Manage the FAML I processes
- Coordinate and provide support for the Open Enrollment process
- Process benefits invoices ensuring accurate coding and billing (coverages and participants)
- Manage COBRA processes in a timely, thorough, and accurate manner
- Manage the annual policies renewal with staff
- Advise on Employee Handbook policy issues and compliance
- Maintain roster for Forté benefit on regular basis

### **Assist in the Budget Process**

- Support the Head of School and the Director of Finance and Business Operations in staffing design and execution
- Conduct comprehensive research of teacher pay scales/step schedules for local public and private schools to ensure competitive compensation

### **Execute the Logistics of the Annual Compensation Adjustment Process**

- Coordinate compensation adjustment process with the Head of School, Director of Finance and Business Operations and Payroll Specialist
- Prepare annual staff employment letters
- Ensure accuracy and communication of benefit changes during the year and through the open enrollment process
- Partner with Payroll Specialist to ensure staff changes and salary adjustments are processed with 100% accuracy

### **Execute Logistics of Annual Staff Surveys**

- Coordinate logistics of the annual staff surveys and report results to the Head of School, including Intention Forms, Best Christian Workplace, etc.
- Schedule annual survey Executive Debrief with Academic Leadership Team

### **Support Effective Internal Communications**

- Manage and organize OneDrive and Teams for efficiency and proper document storage
- Support school-wide communications as required

### **Support Volunteer Onboarding**

- Perform background checks for overnight trip volunteers as required
- Process the Raptor background check for all parents and volunteers and communicate any concerns with the Head of School

### **Assist in Document Creation for Human Resource Initiatives including but not Limited to the Following:**

## Human Resources Manager

- Assist as required with performance evaluation templates and resources
- Assist with role description template creation
- Assist in managing data and generating other reports as requested

### **Cultivate Positive Relationships with Children and Families**

- Connect relationally with children and families in all interactions
- Provide a safe school environment consistent with policies and procedures to ensure high structure and accountability
- Pray for the children and families you serve

### **Ensure Accurate, Timely Response to Communication Requests (Phone or Email)**

- Manage email, voicemail, and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion, and a service orientation

### **Other Administrative Responsibilities**

- Is knowledgeable of Cherry Hills Christian policies and procedures to assist with day-to-day operations
- Assists in overseeing the maintenance of a clean, safe environment for school operations

### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Head of School and other professional development opportunities
- Attend department and all-staff meetings
- Demonstrate teachability and receptiveness to feedback

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Perform Other Duties and Tasks as Assigned**

## **SPIRITUAL GIFTS**

## Human Resources Manager



God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Administration and Wisdom

### QUALIFICATIONS

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to the mission statement, values, and faith statement
- Must be able to uphold and support the mission statement, values, and faith statement
- Member of Cherry Hills Community Church or consider it your church home
- Bachelor's degree required in Human Resource Management or related field
- SHRM or PHR Certification (or willing and able to obtain within 12 months of employment start date)
- A minimum of three years Human Resources experience preferred
- Excellent written and verbal communication skills
- Proficient in Microsoft Office 365
- Experience with Paylocity and WordPress preferred
- Ability to maintain confidentiality, be a team player and independent worker
- Must be able to pass a criminal background check

**POSITION TYPE:** Full-time, Exempt

**HOURS PER WEEK:** 40 (Year-round position)

**SUPERVISOR:** Director of Finance & Business Operations

**SALARY:** \$72,000 - \$82,000 (based on qualifications and experience)

**BENEFITS:** Medical, Dental, Vision, 403(b) Retirement plan, Vacation & Sick time