



**Position:** Human Resources Coordinator / Due Process Admin

**Reports To:** Associate Director & Director of Student Services

**Supports the Work of:** Staff, Faculty and Staff

**Oak Hill Montessori Community School Mission:** *Preparing every student for tomorrow by nurturing the love of learning today.*

**Vision:** *Creating a space for students, families, and community members to thrive as they collaborate to learn, and to serve one another.*

### **Core Values**

- Independent thinking and self-resilience through purposeful work
- Inclusivity in our community and a sense of belonging for all
- Compassion for others and the environment around us
- A vision for peace through social change

**About Oak Hill Montessori Community School:** Opened as a public charter school in 2021, Oak Hill Montessori Community School (OHMCS) offers authentic Montessori education to children 16 months to 8th Grade. OHMCS is proud to be a different point-of-view in education; driven by the motivation of students. We present challenging academics while equally valuing social and emotional learning. Visit [ohmcs.org](http://ohmcs.org) for more information

**Position Summary:** Using our mission statement and strategic planning as a guide, this hybrid position will be a leader and resource for current and potential staff, as well as provide consistent administrative support for student services.

### **Essential Functions:**

#### Human Resources:

- Staff recruitment to include create/edit job descriptions, post jobs to various sites, resume review, phone screens, interview coordination, background checks, and issuing regret/offer letters.
- New staff onboarding to include coordinating with contracted HR partner for all benefits/payroll/systems, and oversee staff's first day to include tour, account logins, and applicable trainings.
- Coordinate the securing of substitute teachers and classroom assistants, documenting staff absences, and monitoring PTO balances.
- Point person for all HR-related questions from staff, performance improvement plans, disciplinary steps and documentation, and ensuring employee files are up-to-date.
- Review timesheets for accurate hours/UFARS codes, coordinate/communicate with third-party payroll company on approvals.
- Work with contracted HR partner on annual Open Enrollment, coordinate benefit enrollment for mid-year hires, point person for any new contracts with benefit vendors.
- Ensure completion of required trainings for all staff, including DHS requirements, identify and seek opportunities for staff trainings, and identify opportunities for cross-training of

staff, and provide DHS orientation to new Lower School staff.

- Annual review of Staff Handbook, Student/Family Handbook, identifying timely updates as needed.
- Work with contracted HR partner on appropriate and required documentation related to Risk Management and Compliance, including posters, literature, and other items.
- Ensure offboarding checklist is followed, coordinate exit interview.
- Ensuring all lower school staff are up-to-date with necessary DHS trainings and licensing requirements, and files are reflected accordingly.

#### Due Process

- Assist Special Education with student information
- Assist with the coordination of special education evaluations and health needs
- Schedule IEP & Evaluation summary meetings
- MARSS reporting for Special Education
- Monitor training for special education staff

#### **Required Qualifications:**

- Bachelor's degree in Human Resources
- Experience working in an Educational Institution

#### **Desired Qualifications:**

- Master's degree in Human Resources
- Previous experience with Special Education due process
- Working knowledge of HR functions, processes and best practices, typically gained from 1-3 years of experience working in HR

**Physical Requirements:** This position requires vocal communication, hearing, climbing, balancing, stooping, kneeling, reaching, standing, walking, sitting, pushing, pulling, use of hands to grasp and feel, and vision abilities including close, distance, and adjusting focus. Lifting/moving required frequently up to 25 pounds and occasionally up to 40 pounds or more. Work occasionally requires exposure to bloodborne pathogens and is generally in a moderately noisy location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary & Benefits:** Commensurate with other charter schools of similar scope and size, and with the experience and qualifications of the candidate selected for the position.

**How to Apply:** Persons interested in applying should send an email to [admin@ohmcs.org](mailto:admin@ohmcs.org) with the following application materials attached:

- Cover letter
- Resume
- Two Professional References

Final candidates will be invited to interview, either in person or virtually, with the OHMCS Executive Director. Final appointment to this position will be contingent upon completion of a criminal background check.

**Application Deadline:** Applications will be reviewed on a rolling basis upon receipt; all positions will remain posted until filled.

Oak Hill Montessori Community School (OHMCS) is an equal opportunity organization committed to diversity and equality. As such, OHMCS believes that each individual is entitled to Equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal extent to recruiting, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions and privileges of employment.