



# Human Resources Manager

<b>Job Title</b>	<i>Human Resource Manager</i>
<b>Department</b>	<i>CEO (Chief Executive Officer)</i>
<b>Salary/Schedule</b>	<i>\$110-\$125k / FT 8:30AM -5:00PM ...Hybrid Opportunities</i>
<b>Reports To</b>	<i>CEO/Board of Directors</i>
<b>Job Category/Classification</b>	<i>The category or classification(s) per policy (example, Exempt status)</i>

## About Us

Welcome to the Community College Preparatory Academy, the first adult charter school East of the Anacostia River dedicated to the lifelong learning of under-accredited adults and the chronically unemployed. Our mission is to empower and serve adult learners—empowering them to be "future-ready" through rigorous education and practical skills training, paving the way for meaningful employment and personal fulfillment.

## Our Commitment to Excellence:

At Community College Preparatory Academy, we pride ourselves on providing a high-standard, supportive learning environment tailored specifically to adult learners. Our newly designed, state-of-the-art facility aligns perfectly with the unique needs of adult education. It features flexible classroom spaces, advanced technological resources, and a variety of learning environments that promote both collaborative and independent study.

## Our Core Values:

- **Start-Up Mentality with Strong Experience:** As a growing institution, we embody the agility and innovative spirit of a start-up while leveraging the deep and varied professional experience of our dedicated educators and staff.
- **Cultural Competence:** We celebrate diversity and are committed to fostering an inclusive environment where every student feels valued and understood. Our staff is trained to recognize and bridge cultural gaps, ensuring a holistic and respectful learning experience.
- **Innovative Problem Solvers:** We believe in strategic and inventive thinking, in thinking outside the box. With unrivaled intensity, our team continuously seeks creative solutions to meet the unique challenges faced by our students, from flexible scheduling to personalized learning plans.
- **Mission-Oriented:** Our focus remains steadfast on our mission to uplift and educate. Our commitment to transforming lives through education drives every decision and action.

## Join Our Team as a Human Resources Manager

We are currently seeking a dynamic and dedicated Human Resources Manager to join our team. The ideal candidate will possess a strong blend of start-up mentality and seasoned experience, demonstrate exceptional cultural competence, be an innovative problem solver, and have a clear commitment to our mission. Although on-site availability is preferred, a hybrid work schedule will be considered for highly qualified candidates. This role offers a salary bonus of \$5,000 after 180 days (about 6 months) with a (Satisfactory) Performance Evaluation.

If you are passionate about making a real difference in the lives of adult learners and have the skills and dedication to thrive in a fast-paced, mission-driven environment, we encourage you to apply. This is an exciting opportunity for a proactive and experienced HR professional to take on a leadership role and drive the success of our human resources initiatives from day one. If you are ready to make a meaningful impact and help build a transformative educational institution, we invite you to join our team at Community College Preparatory Academy

## Job Overview

The Human Resource Manager will provide full-cycle human resources support to the school stakeholders in accordance with federal, state, and local laws, industry standards and best practices. The incumbent will support the development, training, and delivery of human resource systems and policies.

## Duties and Responsibilities

### Benefits, Onboarding, and Training Coordination

- Solicit bids, compare, select, and administer benefit plans
- Ensure all benefits are up to date. (i.e. health, 401(k))
- Manage benefit services and open enrollment
- Interface with payroll providing any HR related details (ie. Leaves of absence, PTO, etc.)
- Support CC Prep's orientation of new employees
- Advise on employee safety, welfare, wellness and health
- Manage risks relating to worker's compensation
- Coordinate employee recognition activities

### Personnel Records and Employee Relations

- Assure completeness and confidentiality of all personnel files
- Assess and manage database of staff credentials
- Manage training provided to administrative staff in conjunction with CEO
- Collect and analyze employee survey data and provide feedback
- Act as point-of-contact for employee grievances, concerns, and questions

### Staff Performance

- Support CC Prep's employee performance appraisal system
- Create automated systems and advise on design of the appraisal forms
- Track completion and documentation of appraisals
- Determine training needs for supervisors

### Employment Compliance and Labor Law

- Ensure compliance with all applicable laws and regulations including:
  - Americans with Disabilities Act
  - COBRA
  - Family & Medical Leave Act
  - Fair Labor Standards Act
  - Equal Employment Opportunity Act
  - OSHA
- Consult with HR attorney, when necessary
- Monitor compliance with and support development and distribution of CC PREP's Personnel Manual

### Workforce Planning and Employment

- Implement the organization's recruiting strategy
- Interview applicants
- Administer pre-employment tests
- Assist with completing background investigations
- Process transfers, promotions, and terminations
- Write job descriptions
- Perform job evaluations and job analyses

## Qualifications

- Bachelor's Degree (preferred)
- At least 5 years' experience in a Human Resources Management/Director role
- Professional HR certifications

## Working Conditions

As the first member of our Human Resources team, you will have the unique opportunity to shape and implement our HR strategies from the ground up. This is a pivotal role with significant responsibility and a wide range of duties, reflecting the dynamic and evolving nature of our start-up environment.

- Key Responsibilities:
  - Full Implementation Responsibility: You will oversee all aspects of human resources, including recruitment, onboarding, benefits administration, compliance, employee relations, and performance management. Your strategic vision will set the foundation for our HR practices.
  - Autonomous Role: As the sole HR professional initially, you will enjoy a high degree of autonomy, making key decisions and implementing HR processes and policies. Your role will be integral in fostering a positive and inclusive workplace culture.
  - Growth and Development: As our academy grows, you will play a critical role in expanding the HR team. You will have the opportunity to recruit, mentor, and develop new HR team members, ensuring that our HR function scales effectively with our institution.
  - Collaborative Environment: You will work closely with senior leadership and various departments to align HR initiatives with our strategic goals. Your input will be valued in shaping the academy's overall direction.
- Work Environment:
  - Dynamic and Fast-Paced: Expect a work environment that is vibrant and continuously evolving, reflecting the start-up mentality of our institution.
  - Mission-Driven: You will be part of a mission-oriented team dedicated to making a positive impact on the lives of adult learners. Your work will directly contribute to our goal of empowering students through education.
  - Innovative and Supportive: We foster an innovative atmosphere where creative problem-solving is encouraged. You will receive support from leadership and colleagues as you establish and grow the HR function.
  - Possible Telework Available

## Physical Requirements

- Able to stand for extended periods of time
- Able to perform repetitive tasks with few breaks

## Direct Reports

None

Approved by:	
Date approved:	
Reviewed:	
Date of next review:	