



June 29, 2023

Job Title

Human Resources Manager

Job Summary

The Human Resources (HR) Manager is responsible for performing HR-related duties and supports the initiatives of the Administrative and Pedagogical Departments of Maple Village Waldorf School. The HR Manager reports directly to the Administrative Director

Compensation

Part-Time, Non-Exempt Employee; 30-35 hours per week \$30.00/hour

MVWS provides a generous benefits package, including health insurance (medical, dental, and vision) for employees working 30+ hours/week (\$50 monthly employee-contribution). We also offer substantial vacation days and time off. Non-exempt employees working over 12 hours/week, with children for whom they are a legal guardian, are afforded 50% tuition remission for these children registered at MVWS for the length of their employment.

Duties

- Develop/implement HR strategies and initiatives aligned with overall goals of the school
- Foster a positive and culturally aware culture/work environment
- Manage recruitment/onboarding
- Oversee and manage performance and performance review process. Revise as needed
- Support administration of payroll, timekeeping compensation program; run payroll reports and audits
- Handle employee relations issues, corrective action counseling, and exit interviews
- Work with management and provide input in decision-making
- Maintain org chart, employee files, HR documentation
- Coordinate open enrollment and benefits administration

- Responds to and administers unemployment claims, all protected leave, and Workers Comp claim files and procedures
- Facilitate DEI initiatives
- Maintain and develop policies, best practices, employee handbook, and resources as needed
- Support office environment, including but not limited to answering phones, door, interacting with students and faculty as needed

Competencies

- Excellent verbal and written communication skills
- High Emotional Quotient Inventory (EQI)
- Diversity, Equity, and Inclusion (DEI) lens and cultural awareness
- Time management and organization
- Performance management, HR best practices
- Strategic thinker

Qualifications

- Proficient in Microsoft office or G-Suite particularly Excel/Google Sheets, Word/Google Docs, etc.
- Professional, values-aligned, responsible, and reliable team player
- Excellent oral and written communication skills
- Excellent organizational skills
- Ability to think strategically and creatively while maintaining careful attention to detail
- A trauma-informed, people first approach to ER (employee relations) challenges
- Self-motivated, takes initiative, willingness to learn new skills
- Experience with and a commitment to diversity, equity, and inclusion initiatives
- 5+ years proven HR leadership experience; or equivalent combination of education and experience
- A working understanding of Waldorf Education and pedagogy, so as to work with staff members to create activities that are developmentally appropriate and imbue the values of Waldorf Education

Physical Requirements

- Able to work on a computer, including sitting at a desk, for extended periods of time with or without reasonable accommodation
- Manual dexterity to operate a keyboard
- Able to see or read a computer screen and printed material with or without vision aids

- Able to speak clearly and in audible tones on the phone and in person and be understood by others
- Able to hear and understand speech at normal levels and on the telephone
- Able to understand and follow oral and written instructions
- Able to occasionally lift objects weighing up to 10 pounds

MVWS is committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the MVWS mission forward. MVWS is an equal opportunity, affirmative action employer. Folx who are queer, trans, non-binary, Black, Indigenous, people of color, parents, women, people with disabilities, immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are encouraged to apply. We are committed to addressing issues of racism and inequity internally and externally.