



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Human Resources Manager

The Human Resources Manager is a full-time, salaried position with a 12-month work schedule, beginning July 1. The Human Resources Manager will report to the Headmaster.

Position Overview

Cincinnati Classical Academy is seeking a dedicated and experienced Human Resources Manager to join our team. The Human Resources Manager will play a crucial role in supporting the school's mission by overseeing all aspects of human resources management. This includes recruitment, employee relations, performance management, training and development, compliance with labor laws and regulations, and fostering a positive work culture.

The Human Resource Manager's essential responsibilities are as follows:

Recruitment and Selection

- Manage all off-campus recruiting efforts, collaborating with school administrators to identify and attract top talent.
- Manage the full life cycle of recruiting activities for all faculty and staff positions, including posting job openings in various venues, screening applicants, and scheduling interviews with the appropriate job search committees.
- Conduct regular compensation and benefits benchmarking to ensure the school remains competitive in attracting and retaining talent.
- Draft and update job descriptions to accurately reflect position requirements and responsibilities.
- Implement fingerprint-supported background checks and teaching certification checks for applicable employees.
- Check applicant references and maintain accurate records of references for all employees.
- Ensure compliance with legal requirements and maintain accurate records of background check results.

Onboarding and Orientation

- Lead employee onboarding activities and answer questions to support the integration of new hires.
- Assist with the orientation process for new hires, providing them with necessary information and resources to ensure seamless integration into the school community.
- Assist employees with registration for summer orientation activities, including the Hillsdale K-12 summer conference.
- Enter all new employee information into payroll system.

Human Resources Documentation

- Prepare and distribute HR-related documents, such as offer letters, contracts, and policy updates.
- Assist in organizing HR-related events, training sessions, and meetings.
- Contribute to the continuous improvement of HR processes and procedures to enhance efficiency and effectiveness.

- Maintain accurate and confidential employee records, ensuring compliance with record-keeping requirements.
- Oversee the processing of all new hire paperwork, including employment contracts and benefits enrollment.
- Maintain accurate and up-to-date personnel files for all employees.

Time Off Management

- Maintain accurate records of all time off requests and approvals for all employees, including vacation days, sick leave, personal days, and other types of leave.
- Monitor employee time off balances and ensure compliance with school policies and relevant regulations.
- Coordinate with school leadership team to schedule time off in a manner that minimizes disruption to operations and ensures adequate coverage.
- Provide employees with guidance on time off policies, procedures, and eligibility criteria.
- Generate reports or summaries of time off usage and balances as needed for payroll processing, budget planning, or end-of-year evaluations.
- Address any discrepancies or issues related to time off tracking promptly and accurately.
- Stay informed about changes to time off laws, regulations, or best practices and recommend updates to school policies or procedures as necessary to ensure compliance and efficiency.

Benefits Administration

- Administer employee benefits programs, including health insurance, STRS/SERS retirement plans, and leave policies, and educate employees on their benefits options.
- Address employee questions and support claims resolution, maintaining related systems for tracking benefits.
- Enroll/re-enroll employees in health plans, update payroll system, and administer changes to individuals plans
- Enter bimonthly contributions into the state retirement system (STRS/SERS) accurately and in a timely manner.
- Complete the annual STRS and SERS report and ensure compliance with reporting requirements.
- Enter anticipated salary information for the following year into both STRS and SERS systems as needed.
- Review and approve retirement or rollover distributions in accordance with school policies and applicable regulations.

Performance Review Support

- Support the performance review process by providing employees and managers with information about the process, policies, and job duties.
- Assist in coordinating performance evaluations and schedule performance review meetings for all faculty with school leadership.
- Manage employee relations issues, including performance management, conflict resolution, and disciplinary actions, in collaboration with school leadership.

Exit Interview Coordination

- Coordinate and ensure completion of employee exit interviews, gathering valuable feedback on employee experiences.
- Report outcomes of exit interviews to management and track/maintain relevant data for analysis.
- Collaborate with school administrators to develop and implement succession planning and talent management strategies.

Compliance and Coordination

- Ensure accuracy and compliance with school policies and relevant regulations.
- Serve as the school's Title IX Coordinator and Disability Rights Coordinator, overseeing compliance efforts and addressing related issues.
- Provide necessary policies and programs to the Authorizer and the Licensed Fiscal Officer in a timely manner to maintain compliance with regulatory standards.
- Advise school leadership on HR best practices, employment laws, and industry trends to support informed decision-making.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field; Master's degree preferred.
- Minimum of three years of HR experience, preferably in an educational setting.
- Thorough knowledge of employment laws and regulations, including FMLA, ADA, and EEO.
- Excellent interpersonal, communication, and leadership skills.
- Strong analytical and problem-solving abilities.
- Ability to maintain strict confidentiality and handle sensitive information with discretion.
- Enthusiasm to assist Cincinnati Classical Academy in becoming a nationally regarded K-12 classical school and serving as a local leader in K-12 education
- Effective interpersonal, oral, and written communication skills
- High level of attention to detail
- Ability to effectively deal with multiple priorities, functions and activities
- Well-developed business ethics and the ability to maintain a high level of discretion

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and enrollment in the State Teachers Retirement System. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to the Job Search Committee: careers@cincyclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.