



Job Title: Human Resource Generalist

Department: Teach One Academy & Learning Center

Reports To: Human Resource Manager

Hours: Part Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The Human Resources Generalist will support operating units by implementing human resources programs; solving performance problems.

Essential Functions:

- Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual;
- Participates in developing department goals, objectives, and systems;
- Administers compensation program; monitors performance evaluation program and revises as necessary;
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees;
- Develops and maintains affirmative action program; files EEO-1 report annually; maintains other records, reports, and logs to conform to EEO regulations;
- Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducts new-employee orientations; monitors career path program, writes and places advertisements;
- Handles employee relations counseling, outplacement counseling, and exit interviewing;
- Participates in administrative staff meetings and attends other meetings and seminars;
- Maintains company organization charts and employee directory;
- Assists in evaluation of reports, decisions, and results of department in relation to established goals; Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed;
- Maintains Human Resource Information System records and compiles reports from database;
- Maintains compliance with federal and state regulations concerning employment;
- Performs other related duties as required and assigned;

Position Requirements:

- A master' degree in Human Resources Management and two (2) years of experience in the HR field, OR
- Seven (7) years of experience in the HR field, OR

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P.O. Box 1482, Lithonia, GA 30058 ~ Phone (678) 629-7493 ~ Fax (866) 899-8763

[Teachoneacademy6@gmail.com](mailto:Teachoneacademy6@gmail.com) ~ [www.teachoneacademy.org](http://www.teachoneacademy.org)



- Any similar combination of education and experience.
- Professional in Human Resources (PHR) certification preferred.
- Ability to maintain a high-level of confidentiality
- Knowledge of Georgia labor laws/compliance
- Familiarity with COBRA, ERISA, FMLA, and related state and federal regulations required
- Organizational and time management skills
- Strong written and verbal communication skills
- Protects organization's value by keeping information confidential
- Ability to work autonomously in a fast paced work environment
- Solid interpersonal skills, works well in a team environment
- Highly detail oriented and organized. Consistently proofreads data for accuracy
- Possess good problem solving skills and timely follow through
- Able to work independently with minimal supervision
- Able to prioritize and manage multiple projects simultaneously
- Advanced technical/computer application skills

### Apply:

Please submit your resume, cover letter, and salary requirements to [careers@teachoneacademy.org](mailto:careers@teachoneacademy.org). Include Human Resources Manager in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

### Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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