



Job Title: Human Resource Manager

Department: Teach One Academy & Learning Center

Reports To: Executive Director

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 Manager will be responsible for the day-to-day operations of the Human Resources department, including employee relations, safety, compensation, benefits, housing, performance reviews and workers compensation.

Essential Functions:

- Manage the day-to-day employee relations issues;
- Administer health, dental, HSA, COBRA, and other benefits for new, existing and exiting employees
- Handle all Workers Compensation issues;
- Overall responsibility for OSHA compliance;
- Maintain annual renewals of health benefits;
- New hire orientation; Exit process for staff; Coordinate recruitment efforts with hiring managers and potential candidates;
- Manage the volunteer committee that plans Staff Week;
- Maintain personnel action forms and coordinate changes/updates with payroll staff;
- Manage annual performance review process;
- Ensure Teach One Academy's compliance with all federal and state labor laws and OSHA;
- Responsible for accuracy of the HRIS system;
- Prepare and process bi-weekly payroll, ensuring that all wages and merit increases are accurate and timely;
- Run payroll related reports and funding 3rd party vendors;
- Maintain accurate database of employee information and runs reports as needed;
- Administer various human resources plans and procedures for all employees; assists in development and implementation of personnel policies and procedures; and prepares and maintains employee handbook;
- Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions;
- Participate in meetings with external brokers and make recommendations to Executive Director regarding benefit changes;

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- Arrange for distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers.
- Assist with recruitment related activities; posts positions on designated external sites; coordinates posting on Intranet; and scheduling interviews;
- Conducts new employee on-boarding to, ensure employees gain an understanding of benefit plans and enrollment provisions; Counsels employees (and potential employees/applicants) on plan provisions so that individuals can make informed benefit decisions; Coordinates technology and desk space needs with internal staff prior to new hire's arrival;
- Oversees Employee Recognition Program;
- Other duties as 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
- 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/compliancy
- 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 prioritize and manage multiple projects simultaneously

Apply:

Please submit your resume, cover letter, and salary requirements to 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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