



06/2021

Job Title	Human Resource Coordinator
Reports To	Executive Director
Supervises	Human Resource Specialist
Status	Full-time, Non-Exempt, 40 hrs wk, 8:00-4:00, M-F, 12 months

Position Summary:

The Human Resources Coordinator is responsible for performing HR-related duties on a professional level and works closely with the Executive Director and Principal in supporting special projects, as assigned. This position carries out responsibilities in the following areas: benefits administration, employee relations, training, performance management, recruitment and onboarding, employment processing, certified substitute management, policy implementation, affirmative action, and employment law compliance.

Duties and Responsibilities:

School/Office

- Administers various human resource plans and procedures for district personnel, assists in the development and implementation of personnel policies and procedures. Takes the initiative to gather staff input and to draft policies and procedures that meet school needs while maintaining accountability and program compliance. Participates in presenting policy proposals to the Executive Director and/or Board as required.
- Creates communication, collaboration and coordination processes that assure all staff are timely and effectively informed of department policies and issues.
- Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns.
- and in which the staff collaboratively works together to seek solutions and resolutions.
- Identifies performance of performance issues and takes action to work with the staff members to correct areas of concern. Keeps the Executive Director informed or involved in personnel actions and concerns.
- Participates in developing department goals, objectives, and systems.
- Coordinates the benefits administration, as directed by the Executive Director.
- Coordinates the employment processing activities, as directed by the Executive Director.
- Assists in evaluation of reports, decisions and results of the HR activities in relation to established goals.
- Maintains the human resources information system records and compiles reports from the database.
- Maintains compliance with federal, state, and local employment and benefits laws and regulations.
- Participates in staff meetings and attends other meetings, workshops, and seminars, as directed.
- Job Classification and Compensation: Conducts job analysis for new or modified positions to identify major duties, qualification requirements, and determine appropriate compensation. Takes responsibility for assuring legal and program compliance for job descriptions. Conducts periodic market wage surveys to gather compensation information to stay competitive with other school districts.

- Directs overall support service activities for the school.
- Serves as liaison to the finance services vendor(s) regarding payroll information and accounts payable.
- Maintains attendance records for staff.
- Suggests updates and changes to the Spero Academy website and publications.
- Participates as needed in special projects.
- Offers site of staffing of classrooms on absence days with substitute teachers and paraprofessionals and keeps Executive Director informed of substitute staff needs
- Provides human resources support for Spero Academy employment searches.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Knowledge and skill in multiple functional areas of HRM, which may include job analysis and compensation, recruitment and retention, evaluation and professional development, evaluation, managing misconduct and discipline, and labor relations.
- Ability to quickly assimilate new skills in all functional areas.
- Strong analytical and problem solving skills, and understanding of “staff-centered” support and services.
- Excellent oral, written, presentation, and interpersonal communication skills.
- Ability to independently and collaboratively, organize work, set priorities, and meet deadlines.
- Ability to establish effective working relationships at all levels of the organization.
- Strong analytical, mathematical, and presentation skills including the ability to effectively utilize office technology to support the analytical process.
- Knowledge of the following computer applications: Microsoft Office Products (Word, Excel, Outlook) and Google Suites.
- Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
- Demonstrated leadership and supervisory ability.
- Professional manner and positive attitude.
- Ability to coordinate staff and volunteers.
- Ability to negotiate effectively.
- Self-motivated and able to work with limited supervision.

Other

- Comply with state, local, federal laws and understands including the laws related to confidentiality
- Knowledge of and relationship with community resources for parents
- Assume other responsibilities as deemed necessary
- Ability to work with diverse individuals
- Proven ability to work effectively with others
- Knowledge of and ability to develop resources to support Spero Academy’s mission as a fully inclusive school setting
- Ability to achieve and maintain status of “not disqualified” upon completion of criminal background studies
- Ability to sit and work at a computer for extended periods of time
- Ability to lift up to 50 pounds on occasion

School Environment

- Work on site during Hybrid and/or In-Person Learning model.
- Clearly demonstrate and model personal characteristics that Spero Academy expects of its students such as; Respect, Honesty, Responsibility, Empathy, Manners and Trust.
- Provide a psychologically and physically safe environment for staff and students.
- Carry out job responsibilities in a manner consistent with the values and beliefs of Spero Academy.
- Follow all Spero Academy policies and procedures as outlined within the Spero Academy Handbook.
- Be a positive influence in the day-to-day activities of the team, acting with integrity, showing respect to coworkers.
- Actively support Spero Academy's mission and goals, both directly through job responsibilities, and indirectly through the work of Spero Academy administration and Board.

Interpersonal relationships

- Maintain personal accountability for actions.
- Work with all staff members of Spero Academy including teachers, therapists, other professionals and paraprofessionals, board and administration as a team player in working with students and families.
- Demonstrate a positive attitude and contribute to the work environment in a creative and acceptable manner.
- Demonstrate skills in problem solving decision making.
- Communicate with teachers and support staff in a clear, receptive and responsive manner.

Desired Education and Experience:

- Bachelor's Degree or equivalent in human resource management, business, or administration.
- Minimum of four years of human resource management leadership experience.
- Ability to obtain and maintain Professional Human Resources certification within two years of placement in this position.
- Experience in public education human resource management.

This position description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of their position. As the nature of business demands change, so too, may the essential functions of this position.

Send resume and district application to:

hr@spero.academy

Or mail to:

Spero Academy

2701 California Street NE, Minneapolis, MN 55418

EOE/AA