



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

Human Resources Manager Job Description

Cristo Rey Philadelphia High School: A college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good. Cristo Rey Philadelphia offers a rigorous academic curriculum coupled with professional work experience.

Each student participates in the Work-Study Program, an integral part of the Cristo Rey model, in which every student works one day a week throughout their four years at the school. Through this unique model, all students earn half the cost of their education by working one day a week through the Work-Study Program. The school's goal for every student is not simply high school graduation or college acceptance but college graduation. It is the mission of the faculty and staff to prepare every Cristo Rey Philadelphia student to be successful in college.

Cristo Rey Philadelphia High School was founded under the guiding pillars and principles of Believe, Dream, Lead, and Serve. It is important that our entire community lives by these values each and every day:

- *We Believe in fostering a culture rooted in respect.*
- *We Dream of growth, with hard work and resilience as our guides.*
- *We Lead with integrity, knowing that the next one to lead is watching.*
- *We Serve to affirm our commitment to community.*

HUMAN RESOURCES MANAGER: This position serves as the principal Human Resources (HR) lead within Cristo Rey Philadelphia High School; and is responsible for providing overall direction of human resources operations and support across all faculty and non-faculty employees. This will include interpretation of HR policies, providing consultation and advice on HR issues and concerns, and developing and implementing HR strategies and plans within the school. The HR Manager will be responsible for assuring that the school's personnel actions and activities are compliant with relevant Federal, State, and educational policies that support the Cristo Rey mission, equal opportunity and diversity goals. *(The follow duties are % are estimates only):*

Appointments and Hiring (15%):

- Support all faculty and staff hiring and appointments within the school, and support faculty promotion and tenure procedures in collaboration with the Academic office.
- Assist with recruitment plans, including writing and posting job announcements for all categories and levels of employees.

- Manage the process of employee background and credential checking and assure employee onboarding activities are conducted in a timely manner.
- Maintain records and reports, including teacher certifications and professional development hours.

Classification and Compensation (15%):

- Consult with leadership on developing organizational structures that enhance effectiveness and reduce administrative costs within the school.
- Consult with managers and supervisors on writing and developing job descriptions to meet staffing needs.
- Plan and oversee compensation plans and structure.

Employee Relations, Diversity and EEO (15%):

- Work with management to promote the development, professional growth and retention of all team members across the school.
- Serve as a resource on employee relations issues and concerns in the capacity of an Equal Employment Opportunity (EEO) representative in addressing specific complaints and concerns.
- Conduct employee investigations both independently and in partnership with applicable Cristo Rey administrators as appropriate.
- Oversee and manage employee separations within the school and coordinate applicable employee exit (offboarding) activities.
- Consult with managers on implementing appropriate performance management practices within departments and assist in addressing performance problems in accordance with applicable Cristo Rey procedures.
- Provide leadership and guidance to management to promote and advance diversity, equity & inclusion efforts within the unit and to assure equal opportunity in all hiring, promotion, and related HR decision making.

Benefits and Leave Administration (15%):

- Assist employees in addressing questions or issues regarding benefits, time reporting, or leave issues.
- Assure that key benefits and payroll information is appropriately disseminated within the school as requested.
- Provide oversight of time reporting practices and business processes within the school to assure accuracy and timeliness.

Policy, Planning and Process Improvement (15%):

- Develop, plan, and implement human resources policies, procedures, and best practices for the school.
- Collaborate with Cristo Rey administrators in implementing new business processes and suggest opportunities for improvement or change.
- Assist in the preparation and updating of employee handbook.

HR reporting, data management and systems (10%):

- Assure that HR transactions are processed in a timely and accurate manner in the school with attention to data integrity.
- Track and analyze key metrics to monitor employee satisfaction and continuously improve HR service delivery to internal clients.
- Manage access for faculty and staff of Cristo Rey HR and Payroll Systems.
- Produce reports and analysis for management regarding HR trends and metrics utilizing relevant institutional or local reporting tools.

Qualifications:

Minimum of a Bachelors degree is required. Five (5) years or greater of professional-level human resources experience preferred; an advanced degree in a field of study directly relevant to human resources may substitute for 2 years of professional experience. Candidate must demonstrate a strong working knowledge of federal and state employment laws and regulations (e.g., FLSA, FMLA, ADA, ADEA) and have prior experience in coordinating or managing some combination of recruitment, compensation, employee relations, position classification or employee benefits matters. Prior experience in the education setting is highly preferred but not required.

How to Apply:

Submit a resume, cover letter and list 3 references with updated contact information, in PDF format to jointheteam@crphs.org.

Any offer of employment is contingent upon the following acceptable clearances:

- PA State Criminal Record Check
- PA State Child Abuse History
- FBI Fingerprint Record Check