



## Human Resources Coordinator Job Description

This job description indicates the general duties and physical requirements of work performed by the employee with this job designation. It should not be interpreted or construed as a comprehensive inventory of all duties, responsibilities, qualifications and physical requirements required of the employee assigned to this job, as these might vary from day to day or as business needs demand.

**Position:** Human Resources Coordinator

**Status:** Full-time

*Reports to the Administrative and Faculty Chairs*

### Key Contributions

The Human Resources Coordinator is responsible for coordinating activities that support all faculty and staff personnel. This position works to maintain confidentiality and compliance with all regulatory requirements pertaining to records management and plays a key role in recruitment, evaluation, and retention of faculty and staff in conjunction with the Administrative and Faculty Chairs.

### Assigned Responsibilities

- Provides clerical/administrative services work to support the recruitment of potential candidates as necessary, in conjunction with the Administrative and Faculty Chairs.
- In conjunction with the Faculty Chair and the Faculty Leadership Council (FLC), responsible for coordinating the hiring and maintenance of a pool of substitute teachers.
- Responsible for employee orientation. Works with the Chairs to establish standardized orientation programs for all Linden Waldorf School employees.
- Assists the Business Manager to administer and educate employees regarding employee benefits.
- Assists the Faculty Chair by scheduling mentors and evaluators throughout the school year.
- Works at the direction of the Chairs to coordinate observation and mentoring schedules.
- Along with the administrative team carries the consciousness for the administrative needs of the faculty
- Holds primary responsibility for records management to include applicable regulatory compliance.
  - Maintains personnel records including required certifications, background checks, screenings, and all other personnel documentation needs.
  - Assists Administration with student records management as needed.
- Holds responsibility for the annual review of school policies.
  - Tracks policy review and facilitates review and editing by appropriate school bodies.



## Whole child, whole world.

- Works in conjunction with FLC, Faculty Chair, and Administrative Chair to bring new and revised policies before the faculty for final review.
- Ensures that new and revised policies are updated in the employee and family handbooks.
- Coordinates all certification, annual screenings, and other regulatory-required events to ensure that faculty and staff maintain compliance.
- Assists Administration as needed to support the Festival Life at Linden Waldorf School.
- Assists the Chairs with personnel issues from a regulatory/policy perspective, ensuring that local, state, and federal laws are upheld.
- Maintains all applicable human resources/employment policies and standards and works in conjunction with staff, faculty, and the Governance committee to ensure that these guiding documents are applicable and up-to-date from a regulatory and compliance perspective.
- Works to ensure that confidentiality is held to the highest standard.
- All other duties as assigned by the Chairs.

This position reports to the Administrative and Faculty Chairs and assists with general administrative/faculty shared responsibilities as needed. This position requires in-person interaction; therefore, the Human Resources Manager is a -year-round position.

### Qualifications

- Belief in the mission, vision, and goals of Linden Waldorf School and the philosophy of Waldorf education.
- Background in Human Resources; certification preferred.
- Experience with the Microsoft suite of products and HR management software (Taleo, Kronos, etc.).
- Minimum requirement of an Associate's Degree from an accredited school; Bachelor's preferred.

### Core Competencies/Attributes

- Personal credibility
- Diplomacy/flexibility
- Trustworthy
- Strong time-management skills/highly organized
- Interpersonal awareness
- Ability to analyze, interpret, summarize, and present data

### Physical Job Requirements for all Linden Waldorf School Employees

Must be able to:

- Remain in a stationary position for extended periods of time, standing or sitting.
- Position self as needed, including bending, crouching, kneeling, lifting, reaching.
- Move about to reach students and/or access file cabinets, office machinery, etc.
- Operate a computer and other office machinery regularly.
- Ascend/descend stairs and traverse campus.
- Lift up to 40 pounds.
- Frequently communicate with students, parents, colleagues, and leadership.



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- Work in various outdoor weather conditions for extended periods of time.

*It is the policy of Linden Waldorf School to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, age, religion, national origin, disability, status as a covered veteran, or any other legally protected status, in accordance with federal and state law, and not to discriminate on the basis of sexual orientation. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.*