

CAPE FEAR CENTER FOR INQUIRY, **a public charter school in Wilmington, NC is seeking applicants for a:**

Human Resources Coordinator (part-time)

The Human Resource Coordinator will facilitate and help maintain a workplace environment that is productive, proactive and which supports the mission and vision of CFCI.

Reports to: CFCI Director

Supervises: NA

Desired Education: Bachelor's degree in Human Resources Management or related field

Years of Experience Preferred: 3-5 years in Human Resource Field

Additional Experience: Prefer candidate with experience in school setting

Position Type: 12 months, part time (25 hours flex time)

Salary Range: \$31,000-\$40,000

The Human Resource Coordinator will:

- Actively participate in the CFCI Administrative Team and follow through on assignments
- Sign and commit to CFCI's professional conduct policy and confidentiality agreement
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Serve as back up in emergency situations
- Attend faculty meetings as appropriate
- Serve on appropriate Board Committee(s) as designated through Administrative Team
- Attend school wide events as appropriate
- Attend CFCI Board meetings
- Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Team

Personnel:

- Collaborate with Administrative Team to advertise open positions; perform background checks, check references, research licensure and teaching credentials to assist in the hiring process;
- Work with the school Director and Administrative Team to conduct interviews for hiring; screen applications; document thereof
- Maintain files of resumes, letters of interest and applications
- Collaborate with Administrative Team and appropriate committees to organize and develop employment procedures for the assimilation/induction of all employees new to the school
- Within the context of CFCI's policy, serve as consultant to provide information, guidance and support to individual employees and Administrative Team about personnel issues
- Receive, ensure proper documentation of and categorize grievances (employment, interpersonal, business)
- Administer employee benefit program
- Maintain and track Leave Balance System and provide data to staff upon request

- Complete termination paperwork
- Maintain Personnel Files for all employees
- Recruit qualified substitute teachers and maintain updated list for teachers to use
- Provide up to date information regarding salaries etc. to Administrative Team as requested

Communication:

- Maintain and/or update all required forms dealing with policies concerning staff communication and professional expectations
- Collaborate with Administrative Team to maintain current and historical job descriptions
- Maintain employee contracts in a timely manner to ensure the continuity of school functions
- Create spreadsheet from info from beginning of year forms and make information available as appropriate
- Provide staff development training on relevant topics, such as Harassment, Certification and Benefits

Administrative:

- Ensure proper documentation for personnel files
- Coordinate with Director and Curriculum Coordinator to ensure proper documentation and filing of Beginning Teacher paperwork
- Ensure the proper documentation and filing of the Action Team process
- Maintain records of professional development and licensure renewal credits
- Assist with licensure requests, renewals, documentation and verification forms to NC DPI
- In collaboration with the Director and Curriculum Coordinator, update the Staff Handbook yearly
- Create/distribute beginning of year packet in collaboration with Director and Curriculum Coordinator
- Maintain updated copy of CFCI Policy and Procedure Manual
- Serve on Policy and Procedure Review Committee
- Submit monthly payroll data and documentation to Business Operations Coordinator
- Consult with Administrative Team to ensure adherence to federal and state laws regarding personnel
- Coordinates federal and state employee surveys and reports (i.e. EOE, salary surveys, SS-200 report, etc.)

If you are interested, please download an application from the link below this description. Once complete, the application can be emailed (jsolomon@cfc.net), faxed (910-362-0048), mailed or delivered to Jennifer Solomon, Human Resources Coordinator. Deadline for applications is June 8, 2018. Candidates must have a completed application on file by June 8, 2018 in order to be considered. If you have any questions, contact Jennifer Solomon.