



## Riverhead Charter School

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### **Executive Director**

**Raymond Ankrum**

### **Director of Finance**

**Nicola Graham**

### **Human Resources Director**

Riverhead Charter School is a public school of choice, with no tuition, serving families of Kindergarten through eighth grade students on Eastern Long Island. We offer a private school environment in a public school setting. Riverhead Charter school offers a longer school day, 90 minutes of reading and 80 minutes of math daily. We also integrated Spanish instruction and theater in our academic curriculum from our Kindergarten students to our eighth graders.

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards promoting solution-oriented thinking, and embracing the cultural diversity of our community.

### **Responsibilities for the Human Resource Director**

The Human Resources Director is responsible for ensuring that the school is in good standing and complete compliance with all state and federal regulations regarding staff employment and personnel policies at all times. S/he develops, maintains, and supports effective human resources and compliance systems while administering outstanding customer service to school staff. The Human Resources Director plays a critical role in shaping the school's organizational culture and in making sure that the policies and benefits for our employees align with our values. The ideal candidate for this role has a strong working knowledge of human resource systems and is able to utilize this in thinking strategically about the systems and policies we currently have in place. Responsibilities include but are not limited to:

### **Human Resource Administration and Policy**

- Proactively review Riverhead Charter School's HR policies and procedures to seek continuous improvement and achieve government and regulatory compliance
- Monitors changes with human resource laws; revises policies and procedures; ensures compliance; and updates and trains supervisors;
- Stay informed about changes in employment law and federal and state regulations and the potential impacts these have on the school by attending educational workshops, seminars, conferences, reviewing professional publications and participating in professional organizations
- Create systems and tools to increase HR administration efficiency
- Serve as the primary liaison between school personnel and the school's attorney on legal matters affecting the school
- Communicate with students, families, and staff with regards to legal issues
- Develop, update and maintain Riverhead Charter School's personnel manual
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends
- Maintains the archive of confidential HR-related documents and personnel files for each employee
- Ensure all employees have the proper credentials
- Design and coordinate required trainings for staff on HR-related matters
- Develop reports on monthly HR statistics and review these in collaboration with administration
- Oversees the day-to-day management of salary and HRIS administration, working with other staff to ensure that planned payroll changes are implemented.

## **Staff Relations, Discipline and Exit Procedures**

Serve as the point of contact for all staff for employee relation or grievance issues

- Provides support and coaching for Directors and supervisors on management skills, employee relations, disciplinary procedures, HR issues, communication skills, etc.
- Monitor staff sign in/out sheets and attendance and follow-up with staff members as needed
- Document and consult with staff regarding infractions
- Prepare separation notices and related documents for staff and conduct exit interviews
- Create and oversee training and other programs that support the retention of our employees;
- Leads the employee performance evaluation process, i.e. creates or updates forms, trains supervisors, ensures consistency across departments, reviews previous evaluations and gives timely and appropriate feedback to supervisors, etc.
- Conduct workplace investigations and draft reports;
- Oversees personnel files to ensure that all necessary paperwork is completed, updated, and filed;

## **Onboarding and Client Services**

- Develop the internal and external recruitment and planning strategies to meet the Society's needs; draft job descriptions and preparing advertisements and postings; interview candidates and check references
- Welcome new hires to Riverhead Charter School by guiding them through the HR-specific aspects of the onboarding process, answering questions regarding benefits and compensation and orienting them with employee handbook content
- Ensure employee enrollment in benefit plans is completed in a timely manner.
- Respond to inquiries for former and present staff employment verifications and references
- Work in partnership with the senior leadership team to ensure that the onboarding process runs smoothly and efficiently for new hires
- Write benefits communications to employees that are clear and concise

## **Additional Duties**

- Perform additional tasks as needed in support of other departments and the administrative team

## **Requirements**

- Bachelor's degree, with focus on Human Resources Management, Organization Development, Business Administration, Public Administration or similar field and minimum of 6 years of progressive Human Resource experience; or appropriate combination of education and experience.
- Valid SHRM and/or HRCI Certification
- Work experience a plus
- Experience overseeing disciplinary actions and workplace investigations
- Sensitivity to confidentiality

## **Benefits**

- Competitive base pay
- Offer 75% employer paid medical insurance, and offer dental, vision, life and supplemental insurances with retirement plan