



Human Resource Coordinator

Summerfield Waldorf School & Farm is seeking a Human Resource Coordinator to join our administration team. The HR Coordinator is responsible for the coordination of HR procedures within the Governance structure of the school; this position works to maintain confidentiality and compliance with all regulatory requirements pertaining to employment law and records management and plays a key role in consulting with, and creating and implementing HR procedures for the Board, Core Groups and Director.

Primary Responsibilities Include but are not limited to:

Payroll

- Manage payroll process, including, but not limited to: managing/updating employee payroll accounts; processing employee payroll; managing all deductions as necessary; complete payroll audit worksheets each payroll; distribute payroll checks; create and maintain payroll calendar.

Benefits

- Manage health and dental benefits, and long-term disability plan: oversee open enrollment periods, manage ongoing changes of coverage, including COBRA accounts, and provide employee support; resolve health insurance claim issues for employees as appropriate (refer to Basic Plus as necessary); offer periodic cost-benefit analysis of SWSFs benefit package (medical, dental, retirement) to finance committee; may include managing plan changes/consultants/TPAs, etc.;
- Manage SWSF 401(k) Retirement Plan: enrollment, coordinate training, payroll deductions, non-elective contribution management, Plan reporting.

Personnel

- In coordination with department heads, Core Groups, and the Director, update job descriptions;
- With the Director, coordinate operations staffing process, including recruiting, interviewing, hiring/terminations; assure onboarding/offboarding with appropriate department; consult as requested with Core Groups for faculty hiring/termination processes; (Core Groups onboard and offboard faculty);
- Process new personnel: hiring paperwork/benefits/trainings; notify all relevant staff of new-hire needs (assign email and computer logins, mailbox, key(s) etc.);
- Prepare Letters of Employment to include salary worksheets; coordinate with Core Groups to confirm FTE calculations/assignments;
- Maintain/update school personnel policy documentation including preparation and distribution of Employee Handbook;
- Maintain confidential personnel files;



- Track and process employee absences (sick or vacation); manage employee leave of absences: inform employees of their rights; support employees through process; update payroll system/employee database accordingly;
- Coordinate process for evaluation and review of Ops staff.

Administrative

- Audit and track monthly accounts payable: medical and dental insurance reconciliation worksheets; employee Medicare premiums; long-term disability insurance; DOJ fingerprints; new-employee medical examinations/tests; job posting advertisements; state/county licenses, etc.;
- Manage Child Care Licensing: audits, personnel requirements, implement new requirements;
- Manage Workers' Compensation claim process: support/educate employees about process and required actions; communicate with insurance companies and ensure proper documentation is submitted and maintained;
- Produce/provide reports as required (Workers' Compensation quarterly reports; verifications of employment; EDD reports/information; retirement plan census, testing, and profit sharing report; annual surveys, etc.);
- Coordinate annual training and ensure personnel are current with state and federal training requirements (CPR, First Aid, Harassment Prevention, Mandatory Reporter, etc.);
- Ensure legal compliance with local, state and federal regulations; update and maintains all state and federal mandated workplace postings, as they pertain to a private school;
- Develop/recommend HR policies as needed and ensure all policies are applied consistently;
- Consult with legal counsel and/or HR experts as necessary;
- Provide a safe and confidential (to the degree legally allowed) space for employees to express concerns, and problem-solve as requested;
- Investigate personnel complaints, including employee interviews.

Qualifications:

- Bachelor's degree or equivalent experience in HR or administration;
- Excellent written and oral communication skills, and interpersonal skills;
- Knowledge of, and proficiency with web-based systems, Microsoft and Google Workspace;
- Ability to multitask and prioritize work without supervision;
- Highly organized and detail oriented;
- High degree of integrity and confidentiality.

Employment Details: This is a year-round, three-quarter to full-time exempt position; Monday-Friday. Summer hours are flexible, to be arranged with the School Director.



Salary and Benefits: The salary range is \$65K-\$75K (annually), depending on experience. We offer an excellent benefits package including medical and dental coverage, long-term disability insurance, a 401(k) retirement plan, 90% tuition remission for qualified students, three weeks annual vacation, all regular school holidays, and one paid week off for both the winter and spring holidays.

Physical Requirements:

Employees must have the ability to:

- Sit for extended periods of time;
- Enter data into a computer terminal and operate standard office equipment for extended periods of time;
- Read a computer screen and printed matter with or without vision aids;
- Speak at normal levels so that others may understand, in person and on the telephone;
- Hear and understand at normal levels, in person and on the telephone, with or without hearing aids;
- Stand and walk on hard and uneven surfaces for extended periods of time and lengths;
- Squat, stoop and/or bend over;
- Reach overhead, grasp, push/pull up to 35 pounds for short distances;
- Lift and carry up to 45 lbs. at waist height for short distances.

To apply: Please email your letter of intention and resume to Michelle Bovard, Human Resources Manager, at michelle@summerfieldwaldorf.org. Please also include three professional references (with phone numbers).