

STEM School Highlands Ranch Opening

Position: Human Resources Employment Supervisor (Full Time/ Year Round)

Start Date: August 2022

Salary range: \$60,500-74,000 (See DCSD Salary Compensation- Professional/Technical 3)

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. We are a K-12 free Charter School in the Douglas County School District located in Highlands Ranch, Colo. Don't just read about our school; [See what we do every day!](#)

We believe:

1. Creating an environment of respect and success in an exponentially changing world.
2. Nurturing unlimited human potential.
3. Leveraging the power of collaboration through continuous inquiry and experimentation.
4. Optimizing resources and operations.
5. Impacting the world ethically and positively.
6. Relentlessly reinvent and adapt.

What we expect:

At STEM School Highlands Ranch, we expect teachers to be agile learners who design thoughtful curriculum that ensures unlimited student engagement.

What you can expect:

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited teacher and student potential.

Directions:

To apply for this position, please [click here to complete the STEM School Highlands Ranch Employment Form](#).

Please follow all instructions in the form in order to complete the process correctly. IMPORTANT: Please make sure to rename your files per the examples given in that section of the form. If you have questions about the form, please email the hiring manager.

Position Description:

- Recruiting and Staffing
- Job Posting
- Interview coordination with all departments
- On-boarding
- Setting up company HR policies

- Benefits (W/C, STD, FMLA, COVID, ADA)
- Maintaining Employee Handbook
- Updating employee records
- Maintaining a solid knowledge of labor legislation.
- Annual Review Coordinator
- Fostering a healthy workplace by ensuring our HR procedures run smoothly at all times.

Position Requirements:

- Plan and conduct new employee orientation.
- Identify and manage training and development needs for employees.
- Develop and implement human resources policies and procedures.
- Administer HR policies and procedures.
- Prepare and review compensation and benefits packages
- Administer health and life insurance programs
- Assist in the preparation of annual performance review sessions
- Process employees' queries and respond in a timely manner
- Stay up-to-date and comply with changes in labor legislation
- Provide some clerical support as requested (copying, filing, etc)
- Communicate with managers to resolve HR issues
- Ensure all timecards are approved by the deadline
- Analyze pay scale to ensure compliance with wage and labor laws

Qualifications Required:

- PHR, SPHR or payroll specific certification, preferred
- Master's degree in Human Resource Management or related field, preferred
- 3+ years of experience as an HR Specialist
- Proficient with computers and Microsoft Office Applications
- Superior attention to detail
- Proven track record of maintaining employee confidentiality
- Expert with various HRIS applications
- Experience with payroll systems
- Able to work under pressure with strict deadlines