

## **STEM School Highlands Ranch Opening**

**Position:** Human Resources Manager (Full Time)

**Start Date:** Immediately

**Salary Range:** \$68,000 - \$102,000 (DCSD Salary Schedule ProTech 4)

**Benefits:** STEM School Highlands Ranch offers employee-paid health, dental, vision (available on the 1st of the following month), short-term, long-term disability, life, and ADD (available six months from hire date) insurance. Retirement benefits include PERA pension (substitute for social security) and 401K employee-only contribution managed through Colorado's PERA program. Other Benefits include FSA (medical and dependent care), Sick Time, PTO (based on years of service).

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!](#)

STEM School, Highlands Ranch is committed to providing equal opportunities to all people regardless of race, color, national origin, age, sex, genetic information, religion, pregnancy, disability, sexual orientation, veteran status or any other status protected by applicable law. We strive to maintain a work environment that is free from unlawful harassment and discrimination.

### **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 [careers@stemk12.org](mailto:careers@stemk12.org).

### **Position Description:**

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, onboarding employees, employee relations liaison, managing the employee handbook and documenting and enforcing company policies and practices. Secondary duties include administration of benefits including workman's comp, short term disability, FLMA, and ADA, maintaining a solid knowledge of labor legislation and fostering a healthy workplace.

### **Requirements:**

#### Recruitment, Hiring and Onboarding

- Assist with job postings, resume screening, and scheduling interviews.
- Coordinate pre-employment background checks and reference checks.
- Assist in the preparation of offer letters, employment contracts, and new hire paperwork.
- Coordinate new employee onboarding and orientation programs.

#### HR Administration

- Maintain employee records and HR databases, ensuring accuracy and confidentiality.
- Process HR-related documentation, such as employee contracts, changes, and terminations.
- Assist with maintaining and updating HR policies, procedures, and employee handbooks.
- Respond to employee inquiries regarding HR policies, benefits, and general HR-related matters.

#### Employee Relations

- Assist with employee engagement initiatives and events.
- Help coordinate employee recognition programs and activities.
- Support employee disciplinary processes and documentation.
- Assist in the resolution of employee concerns and grievances.

#### Benefits and Compensation

- Support benefits administration, including enrollment, changes, and inquiries.
- Assist with the coordination of annual performance reviews and merit increase processes.
- Assist in the administration of employee leave programs, such as vacation and medical leave.

#### Training and Development

- Coordinate training sessions, workshops, and employee development programs.
- Assist with training logistics, including scheduling, materials preparation, and attendance tracking.
- Support the evaluation and feedback processes for training programs.

#### HR Reporting and Compliance

- Compile and prepare HR reports, such as headcount, turnover, and training metrics.
- Assist with HR compliance activities, including record-keeping and reporting requirements.
- Stay up-to-date with relevant employment laws and regulations to ensure HR compliance.

#### HR Projects

- Support HR projects, such as policy revisions, system implementations, and process improvements.
- Assist in conducting research and analysis for HR initiatives.
- Participate in cross-functional teams to support HR-related projects.
- Set up systems and processes for future replication of the school.

**Qualifications Required:**

- PHR, SPHR or relevant HR certifications preferred
- Bachelor's degree in Human Resource Management or related field. A Master's in HR is a plus.
- 3+ years of experience in human resources
- Strong working knowledge with HR policies, procedures, and employment laws.
- Proficient in Microsoft Office Applications and Google Suite.
- Superior attention to detail.
- Ability to handle confidential information with discretion and professionalism.
- Expert with various HRIS applications.
- Experience with payroll systems.
- Strong time management skills and ability to prioritize tasks effectively.
- Excellent communication and interpersonal skills.