



## **Human Resources Manager (Part Time)**

**Job Summary:** International Community School (ICS) is seeking an experienced Human Resources Manager to lead this DeKalb County public charter school's HR needs.

**Position Begins:** July 2019

### **Essential Duties:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assure that attendance is accurate on the payroll system every month.
- Maintain the employee database of the school with the DeKalb County School District
- Manage the certification needs of the employees with the Ga Professional Standards Commission.
- Ensure an accurate and timely background check and fingerprinting for employees and volunteers.
- Prepare and maintain the files and records on the payroll system for new and departing employees.
- Manage workers compensation insurance claims.
- Facilitate the renewal of the benefits package for the employees, and manage the enrollment and termination of the same, as needed.
- Coordinate the needs and coverage of substitute teachers during scheduled and emergency absences of teachers.
- Composes and posts job descriptions as needed for available positions.

### **Desired Qualifications:**

- Bachelor's degree required. HR certification and/or MBA degree preferred.
- Four years of experience in human resources management desired.
- Prior experience working within educational institutions, school systems, charter schools, or nonprofit organizations preferred.

**Submission Details:** Please submit your resume via email at [jobs@icsgeorgia.org](mailto:jobs@icsgeorgia.org)