

Christian Heritage School
Job Description – Human Resources Manager

DEPARTMENT	Business Office
REPORTS To	Director of Finance
CLASSIFICATION	Exempt

Job Summary

The Human Resources Manager oversees and administers all human resources functions at Christian Heritage School, including recruitment and staffing, benefits administration, employee relations, policy administration, and regulatory compliance. Reporting to the Director of Finance and working collaboratively with the Head of School and Senior Staff, this role supports the recruitment, development, and retention of high-quality employees who advance the mission and values of the school. The Human Resources Manager provides guidance and counsel to leadership, administering HR practices with integrity, discretion, fairness, and equity, guided by a Christ-centered approach, while maintaining strict confidentiality and fostering a culture of respect, accountability, and care.

Benefit Administration

- Lead the planning, implementation, administration, and evaluation of employee benefit programs.
- Ensure benefits are cost-effective, competitive, and aligned with the school's strategic and financial objectives.
- Manage benefit invoicing, audits, renewals, and year-end reporting, including ACA compliance.
- Serve as a resource to employees regarding benefit plans and enrollment.

Payroll & HRIS Management

- Oversee and maintain the school's HRIS, ensuring accurate and confidential employee records, compensation data, and payroll-related information.
- Coordinate payroll processes with the accounting, including new hires, terminations, pay changes, stipends, and leave activity.
- Audit payroll and HRIS reports for accuracy; investigate and resolve discrepancies in partnership with accounting.
- Ensure compliance with wage and hour laws, tax regulations, and required payroll reporting and reconciliation.

Recruiting & Staffing

- Oversee recruitment and hiring processes consistent with the mission, values, and Statement of Faith of the school.
- Partner with senior leadership to develop recruitment strategies, define position requirements, and assess staffing needs.
- Develop, review, and update job descriptions; determine appropriate recruiting methods, including internal postings and external advertisements.
- Coordinate interview processes and ensure completion of all required background checks, reference checks, and credential verifications prior to employment.

Policy Administration & Compliance

- Ensure compliance with all applicable employment laws and regulations.
- Develop, implement, and communicate HR policies and procedures in collaboration with senior leadership.
- Monitor fair and consistent application of policies across the school.

Employee Relations

- Advise the Head of School and senior leadership on employee relations and compliance matters.
- Support leaders in navigating sensitive conversations with grace and professionalism.

Administrative & Strategic Functions

Stay informed on HR best practices, legal changes, and emerging technologies.

- Conduct salary and compensation reviews and provide analysis and recommendations to support competitiveness and equity.
- Oversee background screening and personnel file compliance.
- Manage HR data reporting and benchmarking submissions, including DASL.
- Coordinate required employee training, including harassment prevention, Mandated Reporter training, and more.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Work Environment

Duties are performed primarily in a school and office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

Moderate physical effort required, including sitting, standing, walking, and mobility throughout the campus. Occasional lifting, carrying, reaching, pushing, and pulling may be required.

Position Type and Expected Hours of Work

This is a part-time position, and typical work hours are Monday through Friday, 25 hours weekly. Flexibility in hours is allowed and dictated by deadlines.

Education, Experience & Skills Qualifications

Education & Experience

- Bachelor's degree in Human Resources, Communications, Business Administration or a related field
- PHR or SHRM-CP certification preferred
- 3-4 years of experience in human resources department
- Minimum of 2 years of experience in a HR leadership or senior HR generalist position

Skills & Competencies

- Thorough knowledge of HR practices & procedures and knowledge of State & Federal HR laws and regulations.
- Strong communication and interpersonal skills, providing exceptional service and appropriate confidentiality.
- Ability to read, listen and communicate effectively verbally and in writing to prepare official correspondence as well as provide clear and meaningful instructions, guidance and counseling.
- Ability to deal effectively with multiple priorities with minimal supervision, completing assignments proficiently and meeting deadlines timely with a high level of organization.
- Software proficiency in spreadsheets for benefits administration/calculations, MS Office/Google Suite & ADP applications.

Personal Characteristics & Spiritual Qualities

- A committed follower of Jesus Christ who seeks to live as His disciple, demonstrating ongoing spiritual growth.
- Active member in good standing of a local, Bible-believing church.
- Approaches relationships with warmth, professionalism, discretion, and humility, fostering trust and a healthy, Christ-centered workplace culture.
- Possesses a genuine passion for Christian education and an understanding of the vital role human resources plays in supporting the school's mission, people, and community.

This job description is intended to describe the general nature and level of work being performed and is not intended to be an exhaustive list of all duties or responsibilities. Duties and qualifications may change at any time.

EMPLOYEE NAME

SIGNATURE

DATE