

## **Cary Christian School Position Description**

Position Title: Human Resource Manager  
Reports to: Director of Finance & Operations (DFO)  
Department: CCS Administration  
Full/Part Time: 20-30 hours per week



### **Job Summary**

The mission of Cary Christian School (CCS) is to provide students an excellent classical education founded upon a biblical worldview. Human Resource Manager supports this mission by managing all aspects human resource management (HRM) consistent with the CCS defined policies, practices, budget, and Board approved Policy Governance Manual.

### **Specific Responsibilities**

1. With the CCS DFO, develop, implement, maintain, and execute a HRM Plan for CCS. Plan shall contain the necessary processes, procedures, policies, plans, and schedules to support CCS school/business functions, and to ensure compliance with all city, county, state, and federal requirements as related to all HRM related functions.
2. With the DFO, review options to outsource portions of HRM management and processing on an ongoing basis.
3. With the CCS DFO, review and select health care insurance options and other benefits for CCS employees on an annual basis.
4. Primary CCS contact with HRM and health care benefit suppliers/providers.
5. Primary CCS contact with employees for HRM related activities, questions, concerns, issues, and problems.
6. Primary CCS contact with city, county, state, and federal agencies relative to all aspects of CCS HRM. This includes the maintenance of required documentation for compliance with these agencies' policies and procedures.
7. Support the DFO in the definition and distribution of the annual ministry offers to CCS employees.
8. Provide requested HR budgetary information and support the annual budget definition activities as required. This includes performing a market-rate analysis of CCS salaries and benefits when requested to insure competitiveness of attracting and retaining excellent staff and faculty.
9. Onboard and terminate employees following the CCS defined policies and processes. This includes managing and coordinating the following activities with CCS administration for open positions:
  - a. Define position descriptions.
  - b. Post open positions to CCS approved agencies and websites.
  - c. Screen and coordinate candidate interviews with CCS administration.
  - d. Communicate employment decisions to candidates.
10. Maintain employee personnel files per CCS defined standards and policies.
11. Distribute or post required employee information provided by our HRM/Benefits provider and/or government agencies per provided instructions.

**Position Requirements**

- Previous HRM education and experience.
- Good oral and written communication skills.
- Good planning and organizational skills.
- MS Office skills (Word, Excel, PowerPoint).
- Experience with internet based systems.