



# ST. ANDREW'S

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## EPISCOPAL SCHOOL K-12

### HUMAN RESOURCES MANAGER

#### OVERVIEW OF POSITION

The Human Resources Manager plays a critical role in supporting our educational mission by managing all aspects of human resources, including recruitment, employee relations, benefits administration, and compliance. The Human Resources Manager will work closely with school leadership to ensure a positive and productive work environment for faculty and staff, helping to create a school culture that reflects our values and promotes the highest standards of excellence.

#### Duties & Responsibilities:

##### Recruitment and Staffing

- Post job openings on St. Andrew's and job recruiting websites.
- Upload resumes to Google shared resume folder and share with appropriate administrators and personnel.
- Onboard new employee in Paycom, coordinate with IT for new employee technology and SAS access and assist Associate Head of School with new employee information for beginning of school orientation
- New Employees (during school year) – run background check prior to seasonal contracts, new hire offers, substitute teacher recommendations. Onboard in Paycom and coordinate with IT after clearing background checks.

##### Employee Relations

- Act as a point of contact for employees regarding HR-related concerns.
- Mediate conflicts between employees and administrators.
- Ensure workplace policies are followed and assist in resolving employee grievances.
- Promote a positive work culture and employee engagement.

## **Compensation and Benefits Administration**

- Assist with salary surveys and compensation analysis.
- Benefits Enrollment – collaborate with insurance broker on marketing of insurance benefits and manage open enrollment process through HR system, Paycom.
- Administer benefits programs (health insurance, retirement plans, etc.).
- Support employees in understanding their benefits options and changes.

## **Compliance and Policy Management**

- Ensure SAS policies are compliant with federal, state, and local laws.
- Help manage employee records and ensure legal compliance.
- Maintain records of employee certifications and qualifications.
- Assist in preparing for financial audit.
- Prepare 403(b) audit and filing 5500 as well as ensuring proper documentation is in place.
- Assist as a Safeguarding Records Administrator for Safeguarding God's Children compliance.

## **Performance Management**

- Support administrators in employee performance evaluations.
- Provide feedback and coaching to employees and administrators on performance-related issues.
- Help administrators identify and manage underperformance.

## **Employee Health and Safety**

- Assist in ensuring the company complies with health and safety regulations.
- Organize safety training and maintain safety records.
- Coordinate with facilities and security personnel to ensure a safe working environment.

## **Employee Offboarding**

- Coordinate the exit process for departing employees.
- Conduct exit interviews and analyze feedback.
- Ensure that all necessary documentation is completed for employee departures.
- Manage the return of SAS property and access rights and coordinate with IT and Security.

## **HR Administration and Reporting**

- Maintain and update employee files and HR databases.
- Prepare reports related to HR surveys, attrition, NAIS DASL, etc.
- Prepare and monitor HR budgets and costs for HR related activities.
- Ensure all HR processes and practices are documented and updated.

## **Strategic HR Planning**

- Assist in workforce planning, succession planning, and employee retention strategies.
- Collaborate with leadership on the implementation of HR strategies, including but not limited to compensation models, retirement plan document updates, etc.
- Contribute to SAS organizational development initiatives.

In addition to these core duties, HR must possess strong communication, problem-solving, and organizational skills, as well as an understanding of HR laws and regulations.

## **OUR SCHOOL**

St. Andrew's is a co-educational Episcopal K-12 day school, enrolling approximately 990 students on two campuses in Austin, Texas. The school strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential not only in intellectual understanding but also in aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. For more information about St. Andrew's School in Austin, please access our website: [www.sasaustin.org](http://www.sasaustin.org).

## **OUR MISSION**

St. Andrew's develops exemplary scholars, artists, athletes and servants in a loving Episcopal community who are curious, courageous and compassionate global citizens

## **TO APPLY**

Please submit your resume and letter of interest to Karen Cowan, Chief Financial Officer, at [kcowan@sasaustin.org](mailto:kcowan@sasaustin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply.

*St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.*

*St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.*