



COMMUNITY SCHOOL
of Naples

Human Resources Manager

Position Description & Requirements

If you want to work for an organization where the contribution of all employees is valued, professional development is supported, generous benefits and paid time off are offered, and spend your workday in a professional and family-oriented working environment, then look no further!

Community School of Naples is currently seeking a Human Resources Manager to start as soon as possible. As Southwest Florida's premier independent school, CSN has an enrollment of 1000 students and approximately 275 regular, seasonal and casual employees. Our 77-acre campus features many new buildings and state of the art amenities.

This position requires a bachelor's degree or higher in Human Resources, Business Management, or closely related field. Additionally, 5 years of recent experience in a managerial HR position, 5 years as a Human Resources Generalist, or equivalent experience is required. Also required is current HR professional certification from either HRCI or SHRM .

The qualities of the Human Resources Manager include; excellent listening and critical thinking skills, integrity and awareness of ethical responsibilities, and big picture vision along with attention to detail. Our HR office is committed to serving the needs of our colleagues with an open door and helpful attitude. Very strong organization and technical skills are required to navigate our various databases and communication tools.

Reporting to the COO/CFO, this position is responsible for all general HR functions across the organization, including, but not limited to:

- Direct general labor relation duties such as meeting with employees and the administration to identify, research, implement and evaluate programs, policies, procedures and practices that facilitate a positive working environment.
- Oversee and confer with the administration regarding recruitment, hiring, retention, disciplinary measures, performance improvement plans and termination of employees.
- Implement all recruiting efforts from drafting job descriptions to creating job postings and scheduling travel and reimbursements for candidates.
- Partner with the Business Office to oversee and manage the school's compensation and benefits plans.
- Partnering with our benefits broker, assist all employees with front end benefits concerns.
- Organize annual Employee Health Fair and other year-round wellness initiatives.
- Partner with the Business Office and academic divisions to review (and modify as necessary) institutional policies and procedures to ensure the school remains compliant with local, state and federal laws.
- Complete and disseminate all routine HR-related paperwork including, but not limited to FMLA, ADA and Workers' Compensation claims.
- Assist faculty and staff with tuition reimbursements & teaching certificate renewals.
- Hire and manage substitute teachers' employment issues and maintain data in sub-finder system.
- With the assistance of the Human Resources Associate, maintain accurate and up-to-date employment e-files and other applicable organizational records.
- Oversee, evaluate and determine best practices for use of various databases used by HR.
- While all background checks, fingerprinting and DL checks are performed by the HR Associate, the Manager will maintain accounts and relationships with various agencies and vendors as well as complete the annual audit with FDLE.
- Organize safety trainings for various departments.
- Oversee the duties of the HR Associate and adjust as needed.

- Perform exit meetings with all departing employees.
- Other HR-related duties as assigned.
- Serve as Secretary of Record to the Board of Trustees.

Compensation and Benefits

This full time, year-round, exempt position is paid an annual salary commensurate with experience, degree attainment, and qualifications. The competitive benefits package includes medical, teledoc, dental, vision, disability, AD&D, and life insurance; Aflac, Legal Shield, and pet insurance offerings, in addition to eligibility for the school's 403(b) retirement program. Breakfast and lunch, provided by Sage Dining, are available on all school days. Please visit our website for more details about the benefits of a career at CSN.

Applying

Only electronic applications will be accepted. Please submit your electronic application, with cover letter attached, at <https://communityschoolnaples.tedk12.com/hire/index.aspx>. Please do not mail, fax, email or drop off your application/resume.

- **Fingerprinting and background checks are a required part of CSN's employment eligibility process.**
- **Community School of Naples is an Equal Opportunity Employer**