



Human Resources Assistant

As Carrollwood Day School continues to grow, we are adding a new position to support our Human Resources team. The ideal candidate will be a collaborative and detail-oriented individual with an interest in learning and growing in an entry level HR position. They should be someone who takes pride in thorough error-free work, who is eager to serve our faculty and staff and to take on projects and additional assignments as the position develops.

Carrollwood Day School (www.CDSPatriots.org) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1,200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educating the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded faculty and staff is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

Position Overview: The Human Resources Assistant is a full-time, entry level position that serves a vital role as a support for the HR Department. They will manage background screening and onboarding of all new employees, work closely with the Payroll Manager, ensuring that HRIS data is accurate and timely and help our faculty and staff with HR resources. They will also coordinate substitute scheduling for all divisions of the school.

Key Responsibilities:

- Actively support and advance the mission and vision of Carrollwood Day School
- Serve as the first point of contact for the HR office, answering questions and/or directing to other team members as appropriate
- Digitize all employee files and other HR documents
- Manage the background screening process for all individuals
- Manage the onboarding process for all new employees
- Assist in data verification/ auditing processes to ensure the HRIS information is accurate
- Manage the time-off calendar in Paycom
- Coordinate calendars for the HR team to schedule cross-divisional meetings or training and submit room requests as needed (Open Enrollment, Wellness Fair, CPR training, etc.)
- Complete requests for verification of employment
- Be a team player; cheerfully participate in or assist with projects and other duties as part of the HR team, or as assigned
- Serve as the substitute coordinator for all divisions
 - Monitor time-off requests in Paycom
 - Arrange/assign substitutes timely
 - Ensure compliance with the school's Substitute Procedures Policy
 - Maintain Substitute Contacts and Master Sub Calendar
 - Coordinate with division assistants to ensure leave requests are submitted by employees accurately
- Maintain professional competence by attending staff development programs, curriculum development meetings, and other professional trainings and activities
- Model and foster professional standards of communication, personal presentation, punctuality, professional courtesy, collegiality, respect, and discretion
- Meet regular and timely attendance requirements, including occasional evening and other required events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes Needed for Success:

- Bachelor's degree preferred; 3 years of similar experience in lieu of degree considered
- Experience working in a school or non-profit setting preferred
- HR and/or HRIS experience preferred
- Proficiency in Google Suite platforms
- Detail-oriented, with the ability to complete tasks thoroughly and error-free

- Time management skills with the ability to prioritize and manage multiple tasks and a variety of demands
- Initiative and independence in carrying out responsibilities
- Be willing and able to arrange for substitutes during the evening and/or early mornings via cell phone, as needed
- Commitment to maintain confidentiality and a high degree of accuracy
- Desire to collaborate with others and ability to work as a team member
- Ability to work effectively with people of diverse backgrounds and promote a positive work environment

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary.

Qualified candidates should send a resume and cover letter to Anita Pittman, Director of Human Resources, apittman@cdspatriots.org