



**TITLE:** Human Resource Generalist

**DEPARTMENT:** Business Office

**REPORTS TO:** Director of Finance & Operations

**STATUS:** Part Time (up to 30 hrs/wk), Exempt/Salaried (in-person)

**CORE HOURS:** TBD (Mon – Fri)

**START DATE:** January 2026

## OVERVIEW

The HR Generalist is responsible for varied human resource functions within a Montessori independent school environment. This is a new position as the workforce and HR needs of the school have grown significantly over the past several years, offering an exciting opportunity for an experienced HR professional. (Note: this is a year-round position, it does not follow the academic-year calendar.)

## ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage administrative components of the employment lifecycle including recruiting, screening, hiring, onboarding, benefits, annual employment renewal, and offboarding to ensure clarity, consistency and equity in all processes (employees include faculty, staff, substitute teachers, and seasonal camp staff);
- Develop or revise job descriptions in cooperation with school leadership;
- Assist in coordination and documentation of annual performance review process;
- Maintain personnel records including teaching/professional licenses and background checks;
- Collaborate with school administration to maintain and update the employee handbook to ensure compliance and clarity of school policies;
- Provide first-tier support to all employees regarding employment policies and procedures;
- Manage employee benefits program to include communications, annual open enrollment process, and changes due to qualifying events;
- Manage employee leaves, workers comp, unemployment, 403(b) filings, and employment verifications;
- Work with administration to effectively plan and implement required annual employee trainings and professional development opportunities;
- Collaborate with Business Office payroll function to ensure all employee changes have been appropriately recorded for payroll processing - serve as back-up for payroll processing;
- Collaborate with Administrative Coordinator to manage and track PTO (paid time off);
- Ensure compliance with federal, state, and local laws and industry regulations;
- Maintain knowledge of industry trends and best practices related to HR;
- Consult with supervisors on employee issues and work in collaboration with school leadership to document and facilitate employee support and accountability processes;
- Process employee grievances and work toward effective communication and resolution;
- Consult with the school's employment counsel when necessary;
- Implement performance and behavior improvement plans when necessary;
- Meet at least weekly with direct supervisor regarding general HR matters.

## OTHER ACTIVITIES

- Any tasks as appropriately directed by the Head of School or direct supervisor;
- Provide assistance to teachers, staff, and students as needed;
- Attend meetings and school events requiring staff presence, including monthly fac/staff meetings.

## QUALIFICATIONS: EDUCATION, SKILLS & EXPERIENCE:

- Associate's or Bachelor's degree in relevant field or a combination of education and relevant HR work experience required;
- At least one year experience in Human Resources;
- Experience working in an independent PK-8 school preferred;
- A professional, customer-service orientation;
- Absolute commitment to confidentiality of sensitive information and ability to act with integrity;
- Excellent organizational and record management skills;
- Strong written communication and proofreading skills;
- Proficiency in Google apps and Microsoft Office, as well as familiarity with database management;
- Commitment to Ruffing Montessori School's mission and vision;
- Must consistently meet the school's essential expectations.

### Compensation & Benefits:

Based on a 30 hr/wk schedule, the annualized salary range is \$37,500 - \$45,000, commensurate with qualifications and experience. Benefits include health, dental and vision options, life & LTD, paid time off, paid holidays, 403(b), professional development opportunities.

### To Apply:

Interested candidates are encouraged to send a letter of interest and current resume to [employment@ruffingmontessori.net](mailto:employment@ruffingmontessori.net). No phone calls please.

### Employer Statement:

Ruffing Montessori School is an Equal Opportunity Employer committed to fostering a diverse, equitable, and inclusive community—one in which everyone is valued, feels safe, and belongs regardless of race, color, national origin, veteran status, ancestry, culture, religion, age, ability, socio-economic status, familial status, or sex, including sexual orientation and gender identity, or any other characteristic protected under federal, state, or local anti-discrimination laws. Peace education is an essential part of Dr. Montessori's pedagogy. Our faculty and staff model peace education in their words, actions, and lessons. Peace education is the foundation for children to develop into healthy and joyful adults who will work to ensure freedom, dignity, safety, equitable treatment, and a fair/equitable standard of living for themselves and others.

*"The needs of humankind are universal. Our means of meeting them create the richness and diversity of the planet. The Montessori child should come to relish the texture of that diversity."*

– Dr. Maria Montessori