



## Human Resources Specialist

### Position:

Capstone Education Group seeks highly skilled human resource specialist to join our team.

### Opportunity:

This is a unique opportunity to join the work of expanding three high-performing schools that do whatever it takes to prepare students for college success. In 2012, Capstone Education Group (CEG), and its elementary school, Cornerstone Prep, joined the Achievement School District (ASD), a new program created to transform Priority Schools in the state of Tennessee. Since 2012, CEG has successfully launched two elementary schools and one middle school, been recognized as a TVAAS 5 school, scored in the 90<sup>th</sup> percentile in growth for 3 years in a row on a nationally recognized test and earned double digit gains in proficiency over the prior year on TCAP. US Secretary of Education Arne Duncan recognized the school for outstanding student achievement during his visit to Memphis last year.

### Mission:

Capstone Education Group equips all students with the Wisdom and Knowledge necessary to succeed in college and to become leaders in their community.

### Job Expectations:

- Work with the Executive Director and school principals to recruit and onboard personnel for all 3 existing schools and any future schools
- Work with the Executive Director to create job descriptions, career paths, and plans for developing personnel
- Work with the Director of Schools and Executive Director to develop marketing materials designed to attract personnel who fit the CEG employee profile
- Work with the Executive Director to define and execute a plan to retain 90% of teachers each year
- Handle all of the processes for the human resource needs for the organization, including managing payroll, benefits and other personnel issues
- Refine the current employee manual annually
- Stay informed of the practices of other charter schools and the industry as a whole
- Work with Principals to develop ways to encourage, support and equip teachers

### Specific Task Descriptions:

- Prepare offer letters
- Maintain salary spreadsheet
- Answer staff questions around healthcare benefits
- Complete local, state, and federal requests for information
- Provide support to the Executive Director on various reports and analysis, including monthly grant reporting
- Prepare monthly pension report for the state of TN
- Approve bi-monthly payroll report prepared by Paychex
- Distribute w-2 forms at year-end
- Organize annual benefit mtgs
- Maintain and track teacher licensing requirements
- Review and update the employee handbook annually
- Maintain salary compensation chart
- Handle FMLA and other leave processes
- Handle workers' compensation claims
- Provide job and salary verification
- File all employee information
- Review monthly healthcare invoices

## Qualifications:

- College degree required
- Experience in human resource functions preferred
- Bring an organized and disciplined approach to managing the human resources function for multi-million dollar organization
- Ability to communicate well via email, on the phone and in-person
- Ability to meet goals and deadlines
- Organized and detail oriented
- Ability to manage multiple projects simultaneously
- Belief that there is not a more urgent task than to provide an outstanding education to students from low-income, urban backgrounds
- An unwavering conviction that all students can achieve at high levels
- Commitment to do whatever it takes to recruit the staff necessary to prepare all students for college success
- Ability to work well in a team of high-performers
- Goal-driven, self-reflective and analytical problem solver

## Capstone Education Group

- Capstone Education Group leads three neighborhood charter schools: Cornerstone Prep Denver Campus (prek-5), Cornerstone Prep Lester Campus (prek-5) and Lester Prep (6-8).
- Visit [www.capstoneeducationgroup.org/joinourteam](http://www.capstoneeducationgroup.org/joinourteam) to view all of our open positions and for more information on Capstone Education Group and the schools.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_