



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

**Job Title:** Program Manager of HR

**Job Type:** Full-time, 12-month contract

**Reports to:** Director of Business & Financial Services

**Staff to manage:** Talent Acquisition Coordinator

**Department:** Director of Business & Financial Services

**Location:** On campus

**Here's what we're primarily looking for in a team member:**

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

**Benefits of working at Western:**

- Employee Medical, Dental, and Vision
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Supplemental insurance
- Health Savings Account
- Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- Personalized professional development.
- School Laptop
- 12 days of paid time off, 5 days of sick leave per year (PTO accrued over time)

**The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:**

- Former experience in this field
- Bachelor's degree in Human Resources, Business Administration, Education, or a related field required. Master's degree preferred.
- Certifications: SHRM-CP, SHRM-SCP, PHR, or SPHR preferred
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- Excellent communication skills
- Strong knowledge of HR laws and compliance requirements.
- Experience in recruitment and talent acquisition.
- Excellent organizational and problem solving skills.
- Ability to manage multiple projects and meet deadlines.
- Strong communication, interpersonal, and leadership skills.
- Experience with HRIS, payroll systems, and marketing strategies is a plus.
- Demonstrates taking personal ownership for his or her own development; growth mindset

- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role

**General Description:**

The Program Manager of Human Resources plays a critical role in ensuring HR compliance, overseeing talent acquisition, and contributing to the school's marketing and branding efforts. This position is responsible for maintaining adherence to federal, state, and local employment laws, ensuring best HR practices, and supporting a positive and inclusive work culture. Additionally, the Program Manager will oversee the Human Resources Talent Acquisition Coordinator, guiding recruitment efforts to attract and retain top tier talent.

**Duties and Responsibilities:**

- Ensure compliance with all applicable employment laws, policies, and regulations, including but not limited to FMLA, FLSA, ADA, EEO, and Title IX.
- Maintain and update employee handbooks, policies, and procedures to align with legal requirements and best practices.
- Oversee HR documentation, including personnel files, background checks, I-9 verifications, and required reporting.
- Manage employee relations, investigations, and disciplinary actions in collaboration with school leadership.
- Ensure accurate and timely processing of payroll, benefits, and HR reporting.
- Administer and oversee performance evaluations, contract renewals, and professional development tracking.
- Act as the primary HR contact for audits and compliance reviews.
- Supervise and provide strategic direction to the Human Resources Talent Acquisition Coordinator to drive efficient and effective recruitment.
- Develop and implement innovative recruitment strategies to attract top educators and staff.
- Oversee onboarding and orientation processes to enhance employee engagement and retention.
- Partner with school leadership to forecast staffing needs and develop workforce planning strategies.
- Build relationships with universities, educational organizations, and community partners to create a strong talent pipeline.
- Collaborate with the Marketing & Communications team to enhance the school's employer brand.
- Develop and execute HR marketing strategies for recruitment, retention, and employee engagement.
- Utilize social media, job boards, and community outreach to promote career opportunities and school culture.
- Assist in developing promotional materials and campaigns to attract prospective employees.
- Foster a culture of inclusivity, equity, and engagement through HR-led initiatives.
- Implement recognition programs, professional development opportunities, and wellness initiatives.
- Provide guidance and support to employees regarding HR policies, benefits, and workplace concerns.
- Develop and coordinate staff events to promote team cohesion and morale.
- Legislative updates to Director of Business and Financial Services

- Public relations responsibility

**KNOWLEDGE AND ABILITIES:**

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Maintains a safe and orderly learning/working environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

**Physical Demands:**

- Hear and speak to make presentations and exchange information in person and on the telephone.
- Communicate so others will be able to understand conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to monitor students.
- Able to return to a task after interruption
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Move throughout campus including climbing step ladders, stairs, bleachers and hallways, indoors and outdoors