Human Resources Assistant and Substitute Coordinator

Carrollwood Day School is seeking a Human Resources Assistant/Substitute Coordinator 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.

Division/Department: Human Resources
Supervisor: Director of Human Resources
Job Type: Full-Time
FLSA Classification: Non-Exempt

Position Overview: The Human Resources Assistant and Substitute Coordinator 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 new employees, work closely with the Assistant Director of Human Resources, ensuring that HRIS data is accurate and timely and help our faculty and staff with HR resources. They will also manage the substitute scheduling for all divisions of the school.

Key Responsibilities:

- Actively support and advance the mission and vision of Carrollwood Day School
- Serve as a 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 new employees
- Assist in data verification/ auditing processes to ensure the HRIS information is accurate
- Administer the time-off calendar in Paycom by updating and managing blackout dates
- Coordinate calendars for the HR team to schedule cross-divisional meetings or training and submit room requests as needed (Open Enrollment, Interviews, 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
- Collaborate to develop and execute monthly employee wellness initiatives, contributing innovative ideas to enhance staff engagement and well-being
- Manage the Indeed recruiting platform, ensuring all job postings are current, actively opening and closing listings, and maintaining a direct follow-up process with hiring managers to track progress

- Serve as the substitute coordinator for all divisions and nursing department:
    - Monitor time-off requests in Paycom
    - Arrange/assign substitutes timely
    - Accurately input substitute teacher schedules into the HRIS
    - Ensure compliance with the school's Substitute Procedures Policy
    - Maintain Substitute Contacts and Master Substitute Sheet
    - Track leave requests and ensure it is submitted by employees accurately
    - Recruit and interview qualified substitute teachers

    - Host orientation for all new substitute teachers and provide trainings as needed
    - Coordinate the collection of daily lesson plans, proactively following up with teaching staff to guarantee timely submissions
    - Submit a time-off quarterly report to Division Heads
    - Process and input internal coverage stipends into the HRIS to ensure accurate and timely payroll disbursement
    - Ensure a schedule continuity by performing weekly audits of school calendars and field trips, tracking adjustments to proactively modify substitute teacher schedules as needed
    - Review timecards and make adjustments to the allocations as needed to ensure it aligns with the Substitute Master sheet
    - Serve as the primary point of contact for all substitute teacher concerns and inquiries, initiating direct and constructive communication with the substitute teacher to address issues and facilitate resolution
    - Lead the periodic revision of the Substitute Teacher handbook, coordinating content updates and overseeing the timely dissemination of the revised materials
- 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 strongly preferred; 3 years of similar experience in lieu of degree will be 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
- An interest in learning and growing in the field of Human Resources
- 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