

## Innovative Education Management Human Resource Director Job Description and Application

Innovative Education Management manages four public charter schools statewide with offices in Placerville and Lincoln.

We are currently seeking a part time Human Resource professional who can provide HR services for IEM and our client schools. This person is responsible for a wide variety of human resource duties.

This position is located Lincoln, California.

### **Responsibilities:**

#### **State, Federal and Local Compliance:**

- Implements requirements for I -9, Fingerprinting, ADA, FMLA, COBRA, EEO.
- Monitors credentialing, notification of credential renewals and maintains compliance of certificated staff assignments. Understands NCLB requirements and implications
- Coordinates and analyzes safety programs and implements Cal Occupational Safety, and Health Adm. (CAL OSHA), Workers Compensation Program, Environmental Protection Act (EPA) standards and SB198.
- Insures all California and Federal Employer Notices are ordered and delivered to each school and IEM site.

#### **Hiring / Evaluation/ Termination:**

- Provides training and monitors compliance of hiring practices, performance evaluations, terminations, interview and selection technique and methods and affirmative action and harassment laws and policies.
- Handles and/or assist in all matters of personnel discipline, employee complaints, employee termination and employee lawsuits
- Designs an application/selection process that conforms with the laws governing discrimination in employment
- Sends out new hire packets to staff that includes IEM orientation information.
- Insures all employees have annual At-Will and salary agreements
- Insure all employees have up to date salary agreements annually
- Provides new hire orientation for IEM and IEM Managed Staff
- Creates an annual peer review. Include provisions for anonymity and compilation of results- Secures the services of temporary help for IEM and Schools
- Notifies payroll of all separations to insure legal compliance with wage law time frame for payment of last wages

#### **Operational:**

- Plans, coordinates and administers the functions and activities of the HR/Personnel Department
- Prepares and maintains up to date job descriptions for all certificated and classified school staff positions.
- Maintenance of personnel files for all employees according to Ed. Code and State and Federal individuals rights to privacy laws.
- Develops and updates our company and our four client schools employee handbook (typically, each Jan. with current legislation).
- Prepares documents for Subpoenas.
- Plans training events for employees
- Develops Employee recognition programs

- Handles personnel complaints/HR issues  
this includes listening to complaints, concerns, from employees/doing investigation into allegations made.
- Processes verification of employment requests
- Evaluates requests for additional personnel
- Creates the HR budgets for all schools and IEM

**Employee Benefits:**

- Establishment and Administration of employee Health and Welfare Benefit plan.  
Administration of 401(k) and 403(b) programs for IEM and School employees.
- Administers employee leaves and retirement program.

**Timeclock/Timesheet/Work Calendars:**

- Approves electronic timesheets for employees.
- On June 30th of each year enters vacation and holiday time into timeclock for each classified employee
- Time clock training's for employees and Assist employees with timeclock errors
- Send to payroll in a spreadsheet all the hours for the employees not on salary, and any overtime, split shift days on the first and 16th of each month
- Enters data for new employees to use the timeclock and update current employees as needed
- Reconciles Timesheets for temporary employees with invoices
- Creates tentative work calendar each year and work with payroll and accounting to create CP timesheet calendar

**Qualifications:**

Bachelor's degree (or equivalent experience) in Human Resources or related field

Experience in the Education field and PHR/SPHR preferred

Strong communication skills, both oral and written, ability to communicate concepts at all levels.

Demonstrates flexible and efficient time management and ability to prioritize workload

Excellent interpersonal skills, thinks in terms of a team player, while generating enthusiasm and building strong effective working relationships.

Ability to represent themselves with the utmost discretion while communicating sensitive information to all levels of employees throughout the company;

**Benefits:**

12 company holidays

12 days sick leave per year

10 days vacation per year

Medical, Dental and vision plans

401K

**Physical Demands:** The physical demands require the designee to sit, talk or hear. Requires the ability to drive to meeting locations, or to hold lengthy teleconferences. May occasionally be required to lift and/or move up to 25 pounds. The assignment requires the ability to work on multiple assignments in an environment with a moderate noise level.

**Innovative Education Management is an equal opportunity employer.**

# INNOVATIVE EDUCATION MANAGEMENT EMPLOYMENT APPLICATION

## POSITION: HUMAN RESOURCE DIRECTOR

### APPLICATION REQUIREMENTS

Application Form and Resume  
Formal Letter of Interest  
Three Letters of Reference

### PERSONAL INFORMATION

Name \_\_\_\_\_ Last four digits of Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Cellular # (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_ Other # (\_\_\_\_\_) \_\_\_\_\_

Have you ever worked for a school district?

Yes  No

If YES, when, where and in what capacity \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Are you related to any employee of this organization?  Yes  No If YES, list name and relationship to you \_\_\_\_\_

### RECORD PROFESSIONAL EXPERIENCE

Are you currently under contract with any other district/county office?  Yes  No

If YES, give name of district/county office and date of contract expiration \_\_\_\_\_

Have you been dismissed or asked to resign from any position?  Yes  No If YES, provide letter of explanation.

*List all paid experience in chronological order, most recent first. Please account for all gaps in employment.*

(1) Employer \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  Yes  No Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

(2) Employer \_\_\_\_\_

Address \_\_\_\_\_

Position

Held \_\_\_\_\_

-

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  Yes  No Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

(3) Employer \_\_\_\_\_

Address \_\_\_\_\_

Position

Held \_\_\_\_\_

-

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  Yes  No Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

### EMPLOYMENT REFERENCES

(1) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_

To \_\_\_\_\_

(2) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Work phone # (\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_  
To \_\_\_\_\_

(3) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Work phone # (\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_  
To \_\_\_\_\_

(4) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Work phone # (\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_) \_\_\_\_\_ Dates To \_\_\_\_\_  
From \_\_\_\_\_

## RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

### *List highest attainment first*

(1) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_

Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(2) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_

Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(3) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_

Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(4) Name of College or University \_\_\_\_\_

Address \_\_\_\_\_

Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

List languages that you are familiar with other than English.  
(If this position does not require bilingual skills, this question is optional)

(1) \_\_\_\_\_

Read  Speak  Write  Fluent  Some  
Some

(2) \_\_\_\_\_

Read  Speak  Write  Fluent

## APPLICATION GUIDELINES

Thank you for your interest in employment with an IEM managed Charter School. Please keep in mind the following important suggestions as you prepare your application:

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and the position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. The Personnel Department CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Innovative Education Management. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.

## REQUIRED APPLICANT STATEMENT

(1) Have you ever been convicted of a felony or a misdemeanor?

Yes      No

List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.

(2) Can you, before employment, submit verification of your legal right to work in the United States?

Yes  No

(3) Do you object to the contacting of references other than those provided?

Yes  No

(4) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation.

Yes  No

*I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Charter School reserves the right to disregard any application which is not fully complete and signed by the applicant.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO:**

Human Resources Department  
661 5<sup>th</sup> Street, Suite 207  
Lincoln, CA 95648

[www.ieminc.org](http://www.ieminc.org)

Equal Opportunity Employer

PERSONNEL SERVICES

AUTHORIZATION TO RELEASE INFORMATION

It is the policy of all IEM managed charter schools to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with any IEM managed charter school, I authorize my current and past employers and current and past work associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to the charter school any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers.)

I expressly and without reservation waive my right to review the information collected in the reference checks.

The charter school will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position which I have applied. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy or a fax of this signed Authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, THE CHARTER SCHOOL AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 1050-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AND PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION IN COMPLIANCE WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS, THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILFULL INJURY OR VIOLATION OF THE LAW TO THE EXTENT REQUIRED BY APPLICABLE LAW.

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Candidate's Full Name (Print)  
any)

Other Last Names You Have Used (if  
any)



