The French American Academy

JOB DESCRIPTION

Position: **Human Resources Coordinator**

Position description:

The Human Resources Coordinator will work closely with the Head of School and Business Manager to assist with recruitment, employee records, payroll processing, and professional development. The Human Resources Coordinator will provide administrative support to all employees, whether they are teachers or staff, and will contribute to create a warm and effective working environment.

Responsibilities:

Hiring

- Prepare ads for hiring season
- Collect and organize resumes
- Participate in job fairs
- Conduct pre-screening interviews
- Organizes candidates' interviews with Division Heads
- Call and record references
- Liaise with Cordell and collect all appropriate documentation (teachers' roster, English tests, reference letters, medical forms, and casier judiciaire)
- Prepare and attend Cordell Orientation Meeting
- Liaison with immigration attorney for all other visa and collect all appropriate documentation
- Ensure that interviews after probation period are done in all divisions
- Research and implement our own J1 Program Sponsorship

Employees files

- Prepare files for future teachers and staff and collect additional documentation (cari, fingerprint, w4, insurance, handbooks receipts, all medical forms, etc.)
- Ensure that teachers and staff's' files are revised every year (new contracts, update of employment authorization, etc.)
- Write teachers and staff's contracts and offer suggestions for content updates if needed
- Prepare and collect forms for French Education Ministry "détachement" requests
- Establishes effective relationships with le "service des établissements scolaires" in Washington
- Propose update for the Employee Handbook yearly
- Ensure that evaluation forms such as annual interview or walk through visits are done
- Record personal days of the admin team
- Answer all administrative questions from new and current teachers and staff

Orientation and Professional Development

- Organize the arrival of new employees (lodging, transportation, bank, social security, etc.)
- Prepare orientation days or meetings for new employees upon Head of School guidance
- Organize professional development days upon Head of School guidance (speakers, materials, lunch, breakfast, transportation of teachers, etc)
- Issue Certificates of Attendance for Professional Development
- Monitor PD days attendance for each employee

Payroll & Insurance

- Bi-monthly payroll (collect the hours and liaison with Esmer)
- Bi-monthly 401K (communicate and enroll employees, liaison with John Hancock
- Medical and Dental coverage: liaison with broker for medical and dental coverage, search and yearly negotiation for providers. Ensure waivers are on file
- Manage workers compensation and any claims
- Manage unemployment forms and all disability forms
- Respond to bank references check

Scope

Responsibilities above will be performed for the FAA of Jersey City and may be extended to all entities pertaining to the FAA Group.

Skills required

French language is mandatory
Discretion and confidentiality
Flexibility, warmth, and listening skills
Rigor and great sense of organization
Computer skills (google drive, dropbox, etc)

Hours of operations

From 8:30am to 5pm, Monday through Friday with 30 minutes lunch break