



## Job Description

**Job Title:** HR Development and Training

**Department:** Operations/Academics

**Reports to:**

- ECE and MS/HS principals for training and development
- BoD for HR related issues

**Position Type:** Full-Time

**Work Hours:** 7:30-4:00 (M-F)

**Position Summary:** A Human Resource Generalist with training and development experience in a school environment

### Essential Responsibilities:

- Design and implement well organized individual and group learning opportunities for teachers and school leaders
- Support the development of high-quality professional learning communities
- Trains and supports teachers and staff on all curriculum programs and technology software
- Supports teachers in maximizing the implementation of the curriculum
- Introduces and implements new student enrichment programs, under the direction of the principals
- Analyzes student data to set goals for improvement
- Trains and supports teachers in implementing school improvement goals
- Support the instructional development of all teachers in understanding the curriculum, standards, varied assessments, and data analysis
- Assist teachers in understanding BHA's mission and vision and its relationship to the classroom and pedagogy
- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
- Observe lessons and provide feedback for a teacher's professional growth and students' success.
- Develop staff members' knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs.
- Develop coaching plans for teachers to ensure student improvement.
- Assist teachers in aligning their instruction with strong teaching methods, standards, and student data
- Assist in teacher certification planning
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.

- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

#### **Qualifications:**

- Bachelor's Degree in Education, Organizational Development or related field.
- Master's Degree in Education, Curriculum and Instruction, or related field.
- Bachelor's degree in business, human resources, or equivalent combination of education and experience preferred.
- Minimum of three years' experience administering employee benefit plans in the health and welfare areas.
- Minimum 7 years' experience teaching
- Texas state certified
- Extensive experience in training and development of instructional staff
- Prior experience working as an instructional coach
- Must be able to perform administrative duties through the entire academic year
- Strong communication skills: ability to communicate effectively in English (verbal and written)
- Reliable and dedicated individual
- Collaborative and works well in a team-oriented atmosphere
- Proven ability to work cooperatively and effectively with colleagues and adult learners
- A strong understanding of Islamic etiquettes, manners, and appropriate behavior
- Ability to understand and follow oral and written instructions
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Must have computer skills and knowledge of HR and payroll software. Must be proficient in Microsoft Office.
- Course work/seminar attendance in the benefits areas helpful (e.g. CEBS, ACA or related course work).
- Strong knowledge and understanding of insurance regulations, plan designs and third party record keeping/administration required.
- Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required.

The ideal candidate should possess a philosophy which is centered on the concept of self-mastery in supporting teachers to implement curriculum which will establish balanced core of learning. The instructional coach's goal is to promote student achievement through data driven instruction and strategic planning that enforces critical thinking skills. Curriculum should be interdisciplinary so that students can make connections scaffolding their learning from one subject to another.

**Disclaimer:**

The above describes the general nature of work expected by the applicant in this role. While most items are covered, it is not intended to be an exhaustive list of all responsibilities and duties that may be assigned.