



NORTH STAR CHARTER SCHOOL

Job Title: Human Resources Manager

Location: North Star Charter School

Position Type: Full-Time

Reporting To: Chief Finance Officer (CFO)

Position Summary

The Human Resources Manager oversees all human resources functions at North Star Charter School, including recruitment and hiring, onboarding, benefits, employee records, certification, compensation, contracts, and employee support. This position works closely with the Head of School (HOS) and Chief Financial Officer (CFO) to ensure staffing and workforce strategies support North Star's mission, strategic priorities, and financial goals.

Primary Responsibilities

Recruitment, Hiring & Onboarding

- Manage the full recruitment, hiring, and onboarding process for all employees.
- Ensure new employees receive a professional, organized, and welcoming onboarding experience.
- Partner with school leaders to identify staffing needs, post positions, coordinate interviews and reference checks, and facilitate employment offers.
- Collect and maintain required employee documentation, including certifications, transcripts, background checks, employment records, and record transfers.
- Represent North Star at job and career fairs and develop recruiting strategies to attract and retain high-quality teachers and staff.



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Certification & State Requirements

- Serve as a primary contact with the Idaho State Department of Education regarding employee certification and personnel requirements.
- Coordinate certification, endorsements, alternative authorizations, and other credentialing requirements.
- Work with the state and school leadership to determine and document Career Ladder placement for new employees.
- Track certification requirements, renewals, and applicable deadlines.

Compensation, Staffing & Workforce Planning

- Partner with the CFO to maintain accurate FTE records and administer approved salary schedules.
- Determine appropriate salary and Career Ladder placement for new employees in coordination with the CFO and HOS.
- Support the annual budgeting process by providing staffing, salary, and benefit projections.
- Work with the CFO and HOS to develop strategic workforce plans that align staffing with enrollment, programs, financial resources, and North Star's mission and vision.
- Monitor staffing changes and communicate financial and operational impacts to leadership.

Contracts & Employee Agreements

- Prepare employee contracts, employment agreements, and Memorandums of Understanding (MOUs) consistent with approved staffing plans and budgets.
- Ensure employment documents accurately reflect position, FTE, compensation, work schedule, and supplemental responsibilities.
- Maintain accurate records and track contracts, MOUs, renewals, and amendments.



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Benefits Administration

- Oversee all aspects of employee benefits administration, including enrollment, changes, annual open enrollment, and employee communication.
- Serve as the primary resource for employee benefit questions.
- Oversee administration of the Public Employee Retirement System of Idaho (PERSI), including the state-required Base Plan and optional PERSI Choice 401(k) Plan; coordinate enrollment and employee changes and ensure appropriate PERSI balance transfers and related processing for new and departing employees.
- Coordinate with benefit providers, brokers, payroll, and finance to ensure accurate enrollment and deductions.
- Assist leadership with evaluating benefit options and costs during annual renewals and budgeting.

Employee Relations & HR Support

- Serve as the front-line resource for employee personnel questions and concerns.
- Provide guidance regarding policies, benefits, contracts, leave, and other employment matters.
- Support administrators with employee relations, performance documentation, and personnel processes.
- Maintain professionalism, confidentiality, and sound judgment when handling sensitive employee matters.

Personnel Records, Compliance & Policy

- Maintain complete, accurate, confidential, and compliant personnel files.
- Track required employment documentation, certifications, contracts, evaluations, and other personnel records.
- Support personnel-related audits, reporting, records requests, and compliance requirements.



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- Oversee the review and updating of personnel-related policies to reflect changes in law, regulation, and organizational needs.
- Represent administration on the Board-appointed policy committee and assist with implementing and communicating approved policy changes.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Education Administration, Organizational Leadership, or related field preferred.
- Experience in human resources, school administration, business operations, or a related field.
- Experience with recruitment, benefits, compensation, employee relations, and personnel administration preferred.
- Experience in a public school, charter school, governmental, or similarly regulated environment preferred.
- Knowledge of Idaho educator certification, Career Ladder, and public school personnel requirements preferred.
- Strong organizational, communication, interpersonal, and problem-solving skills.
- Demonstrated ability to handle confidential information with discretion and sound judgment.
- Ability to collaborate effectively with employees, administrators, finance staff, and school leadership.

Core Competencies

Strong judgment, confidentiality, organization, attention to detail, communication, collaboration, and a service-oriented approach to supporting employees. The HR Manager must be able to balance employee needs with the operational, financial, and regulatory responsibilities of North Star Charter School.



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APPLICATION PROCESS: To apply for a position at North Star Charter School, please submit a resume, cover letter, Classified Application, and three professional references to: Human Resources at hr@northstarcharter.org

Equal Opportunity Employer North Star Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.