



BOSTON COLLEGIATE CHARTER SCHOOL

We are looking for a Human Resources Specialist.
This position reports to the Chief Financial Officer.

OUR MISSION AND VISION

The mission of Boston Collegiate Charter School is simple yet ambitious: to prepare each student for college. We offer an academically rigorous college preparatory curriculum for 700 students in fifth through twelfth grades. 100% of our graduates have been accepted to college; the majority of them will be the first in their families to complete a college degree.

All Boston Collegiate students will... graduate empowered to choose their own directions, with options aligned with their passions and interests. They will be equipped not only to go to college, but to thrive there, and they will possess the leadership skills and mindsets necessary to make an impact in their communities and the world.

To achieve this vision of our graduates, Boston Collegiate will... be academically rigorous, equitable, and inclusive. Boston Collegiate will create opportunities for each student to thrive and will cultivate curiosity, empathy, and the unique talents that each student brings. Boston Collegiate will be a beacon of the twin pillars of scholarship and belonging, and thus a national model for what integrated education can look like at its best.

OUR STRATEGIC PLAN

Boston Collegiate's strategic plan responds to urgent issues in education, builds institutional resilience, and positions Boston Collegiate to lead as an equitable and integrated school. Pursuit of these ambitious goals will ensure that our students can continue to access the exceptional instruction, customized resources, and enriching extracurriculars that will enable them to thrive in school, in college, and beyond. Read here to learn more about our [2023/2026 Strategic Plan](#).

JOB DETAILS

The HR Specialist at Boston Collegiate will be the internal Human Resource contact for staff and management.

This role will oversee:

- The processes to track and manage the employee life cycle, which includes onboarding, status changes, offboarding and employment verifications;
- The annual process to prepare staff Letters of Agreement, mid-year amendments, and addendums, as needed.
- The record keeping for employee files securely in an electronic format;
- The School's compliance with all employment regulations (federal, state, DESE), including annual updates to the Employee Handbook;
- The relationship with HRK, our external HR consultants;
- The employee benefits package, including benefits selection and review, open enrollment, mid-year changes, and COBRA (in coordination with HRK);
- The coordination of staff leaves between the internal team (staff and management) and the insurance carrier;
- The staff incident reporting and workers compensation claims process;
- The School's complaint and harassment investigation process; and
- The teacher licensure and compliance tracking.

This role will support:

- The Executive Director in managing the initiatives funded by School's Fund for Teaching Excellence;;
- The Chief Operating Officer with the recruitment process;
- The Chief Academic Officer by maintaining a list of professional development opportunities for staff;
- The Chief Financial Officer by providing human resources related reports as needed;
- The School's Leadership Team by planning and executing an internal management training series.

Working hours expectations

- Full time, exempt role.

Qualification Requirements

- 5+ years experience in Human Resources;
- Bachelor's degree in Human Resources, Business Administration, or related field;
- Previous experience in a Massachusetts Charter School is preferred, but not required;
- Knowledge of HR best practices and employment laws;
- Excellent communication and interpersonal skills;
- Ability to maintain confidentiality and handle sensitive information;
- Demonstrated proficiency with web-based applicant tracking systems, internet search engines, and Google Suite, particularly Google Docs, Sheets, Forms and Slides;
- HR certification (e.g., SHRM-CP, PHR) is a plus;
- Must have excellent organizational skills and time management capabilities, as well as be deadline oriented with an appropriate sense of urgency;
- Requires acceptable results of background check according to Boston Collegiate Charter School policy and requirements.

COMPENSATION & BENEFITS

- This position falls on Band E of our [Non-Instructional](#) salary scale , based on years of prior experience.
- Why Boston Collegiate? Check out our [Value Proposition](#) to learn more about the benefits of being a staff member.

JOIN OUR TEAM

To formally apply, visit <https://forms.gle/1guzb4adYcbPVTZN7>. No telephone or email inquiries, please. Boston Collegiate is an equal opportunity employer. Accordingly, we make employment decisions without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, veteran status, genetic information, disability or any other classification protected by applicable local, state or federal law. Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.