



The Lamplighter School
11611 Inwood Road
Dallas, Texas 75229
214-369-9201 fax: 214-369-5540

Title: Human Resources Coordinator

Classification: Salary, Exempt

Status: Full-time (30 hrs/week), 12 month

Reports to: Assistant Head for Finance and Administration

Summary Description

The Human Resources Coordinator is responsible for management of the human resources activities of the School to ensure that policies and practices are clearly articulated, consistently applied, and conform to legal requirements. The position requires a highly organized and detail-oriented person with excellent interpersonal skills and a high degree of confidentiality and discretion.

Essential Duties and Responsibilities

- Assists with the development and updating of the School's employee handbook, and policies and procedures handbook;
- Recommends changes in policies and procedures to school administration;
- Implements HR programs and policies as needed by the school;
- Administers employee benefits, including the annual communication of any benefit changes;
- Reconciles payroll and benefit information to ensure accuracy in ExponentHR;
- Assists with posting, recruiting, interviewing, and hiring for open positions;
- Oversees employee onboarding, orientation, exit processes, and document completion;
- Oversees annual 403(b) audit processes;
- Processes Workers' Compensation claims and responsible for annual audit;
- Consults with administrators and employees to resolve personnel issues;
- Collects and analyzes human resource data for internal and external reporting;
- Maintains and secures confidential human resource related files and records; handling written, oral, and electronic information in a confidential manner;
- Tracks professional development conference/travel expenses for all employees;
- Works on special projects as needed;
- Reports to the Assistant Head for Finance and Administration.

Qualifications

- Bachelor's degree in Business or Human Resources required.
- Minimum of 3-5 years of financial and human resource experience.
- Relevant HR certification or the education and experience qualification to obtain these certifications.
- Working knowledge of business and accounting policies, procedures, and practices.
- Working knowledge of human resource principles, procedures, and practices.

- Ability to communicate effectively with people at all levels in the organization and the ability to maintain information in a strict confidential manner.
- Experience implementing or maintaining an HRIS, preferably ExponentHR.
- Proficient computer skills; in particular, knowledge of Excel, Word, and Blackbaud Financial Edge preferred.
- Ability to effectively deal with multiple priorities, functions and activities.
- Strong organizational skills and attention to detail.

Physical Requirements and Work Environment

- Occasionally lift up to 10 pounds.
- Generally works in standard office conditions and climate.
- Works in a environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.

April 6, 2018