

Coordinator – Human Resources

Citizens of the World Charter Schools – Kansas City

SUMMARY

The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within a **diverse** community.

Position Title: Coordinator – Human Resources (Part-Time)

Reports to: Chief Operating Officer

Hours: 12-month, part-time, 20-25 hours per week; Hybrid schedule available.

The Coordinator of Human Resources will support CWC Kansas City's HR department by assisting with various HR functions, including employee onboarding, benefits administration, and maintaining personnel records. This part-time role requires excellent communication skills, attention to detail, and a commitment to supporting a positive and inclusive workplace culture.

For more information on Citizens of the World Charter Schools – Kansas City, please visit www.cwckansascity.org.

RESPONSIBILITIES

Key responsibilities will include:

General HR Support

- Provide support in recruitment efforts, including posting job vacancies, screening resumés, and scheduling interviews as needed.
- Attend relevant job fairs.
- Maintain current Job Descriptions for all positions.
- Assist with employee PTO tracking and accuracy.
- Support hourly and coverage time-tracking for payroll reporting.
- Maintain confidentiality and discretion regarding sensitive HR matters and employee information.

Employee Onboarding & Offboarding

- Coordinate the onboarding process for new hires, including preparing offer letters, processing background checks, verifying certifications, and other new hire documentation.
- Input new hire demographic information into the School Information System (Infinite Campus).

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- Organize and conduct orientation sessions to welcome new employees and ensure they understand CWC Kansas City's policies, mission, and values.
- Support the offboarding process by conducting exit interviews, collecting final paperwork and school property, coordinating post-employment transitional communication, and generally ensuring a smooth transition.

Employee Records & Compliance

- Support the maintenance and updating of accurate personnel files; ensure compliance with all legal, regulatory, and licensure requirements.
- Assist in managing employee data in HR software platform (BambooHR), tracking employment status, job changes, and updates to employee information.

Employee Benefits Administration

- Assist with employee benefit enrollment, employee inquiries, and other benefits-related communications.
- Provide employees with information on benefits eligibility, enrollment periods, and resources available through CWC Kansas City's benefit programs.
- Coordinate all FMLA eligibility requests and Worker's Comp claims.

Employee Relations & Communication

- Serve as a point of contact for employee inquiries; ensure prompt and helpful responses.
- Coordinate training sessions, workshops, and professional development programs for staff. Track completion of required training for certifications and compliance.
- Lead the organization of staff-wide events (monthly happy hours, meals for PD days, beginning- and end-of-year celebrations, holiday party), staff meetings, and other communication initiatives that support workplace culture and employee engagement.
- Assist with staff surveys.

Management Support

- Work with building leadership to schedule classroom observation schedules and ensure a cadence of observations is completed.
- Work with supervisors to support and ensure evaluation feedback sessions are held with each employee twice per year.
- Support the writing of any employee improvement plans and/or discussions.

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QUALIFICATIONS & TRAITS

The ideal Coordinator will have/hold:

- Bachelor's Degree in Human Resources, Business Administration, or a related field preferred, or equivalent experience.
- At least 1-2 years of HR or administrative experience, preferably in an educational or non-profit setting.
- Knowledge of HR principles, federal and state labor laws, and basic employment compliance.
- Strong organizational and time-management skills, with a high degree of accuracy and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with HRIS platforms preferred (BambooHR ideally).
- Exceptional interpersonal skills, with the ability to communicate effectively and build relationships across all levels of the organization.
- Be dependable and have excellent follow-through
- Alignment with the philosophy and mission of the school and organization

COMPENSATION & BENEFITS

This position will be placed on the "P: Professional" salary schedule, prorated to an hourly basis.

CWC Kansas City offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Kansas City is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

CONTACT

Please apply online through the BambooHR Application Portal on our website at www.cwckansascity.org/employment. No phone calls, please.

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EMPLOYEE VALUE PROPOSITION

Who We Are	Who You Are
<p>We are an intentionally diverse and welcoming community. CWCKC was founded on a belief that we live in a richly diverse world and that diversity makes our experience better.</p>	<ul style="list-style-type: none"> You value diversity in all its dimensions and are excited to be part of a school community where that diversity is authentically encouraged and celebrated. You understand that identity is an important part of who we are - for both adults and students.
<p>We believe education is about more than test scores. Student learning matters and goes beyond just academics. Our teachers focus on the whole child by building our students' socio-emotional skills and helping them develop a deeper understanding of themselves.</p>	<ul style="list-style-type: none"> You know that academic learning is important and have experience helping students develop their social-emotional skills. You understand how to balance academic rigor with the development of the whole child.
<p>Our teaching approach centers students' interests and needs within projects and real-world experiences. We strive to provide learning experiences that are meaningful and make a difference in our school and community. Our teachers engage students in projects based on their interests and individual learning needs.</p>	<ul style="list-style-type: none"> You are excited about designing project-based learning experiences for students grounded in their interests, experiences, and identity. You value students constructing their own learning to develop a deeper understanding of the world around them. You embrace creativity and risk-taking in lesson planning.

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Compensation and Benefits

We value our team, and one way that we show that is through compensation and benefits. **For certified teaching positions**, we offer competitive compensation with a starting salary of \$47,000-70,000 (based on experience and education). We also offer a comprehensive benefits package including:

- Health Insurance (Citizens covers almost all of an employee's premium on a choice of two plans)
 - Dental & Vision Insurance
 - Employer-Paid Life Insurance
 - Employer-Paid Short-Term & Long-Term Disability
 - Participation in the KCPSRS retirement pension plan
 - Supplemental, optional Aflac insurance
 - Supplemental, optional 403(b) retirement plan
 - Full-time 10-month employees receive 4 holidays off, 4 weeks of calendared breaks (Thanksgiving, Winter Break x2, Spring Break), 9 PTO days.
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