Atlantic Community Charter School (ACCS) is committed to instilling a can-do philosophy of self-reliance and high expectations educating students in grades K-8. We are currently have an excellent opportunity for a **Manager of Human Resources**.

This role will be responsible for managing the major HR functional areas, with a particular focus on talent acquisition, and implementing HR policy and overall direction, as approved by the Board of Trustees and Chief School Administrator/Lead Person, across the institution in Galloway, NJ. Specific responsibilities include:

* Partnering with ACCS leadership to execute the organization’s human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, onboarding and succession planning
* Serving as the primary resource for all employee relations issues and concerns
* Ensuring compliance with federal, state and local employment laws, including affirmative action and Equal Employment Opportunity (EEO)
* Tracking and analyzing key metrics to monitor employee satisfaction and continuously improve HR service delivery to internal school clients
* Consulting with ACCS leadership in implementing appropriate performance management practices and assisting in addressing performance issues
* Continuously reviewing HR opportunities for automation and increase efficiency
* Actively monitoring and tracking teacher credentials and certifications

**Qualifications**

* A Bachelor’s degree in Human Resources, Business Administration, or related field required
* A minimum of 5-7 years of human resource management experience, preferably in an education environment
* Strong knowledge of human resource principles, procedures and best practices
* Thorough knowledge of New Jersey employment-related laws and regulations
* Strong analytical and problem-solving skills
* Ability to act with integrity, professionalism, and confidentiality
* SHRM-CP or SHRM-SCP highly desired

This position will be required to work full-time, on-site, at our Galloway, NJ location.

For consideration, please send your resume to: pjeffers@csmillc.com