



## Human Resources Specialist Independence Charter School West (ICS West)

### Our Beliefs

- ICS West exists to equip and empower global citizens, so that our communities are united. Our students are becoming the leaders who will bring a divided world back together, and as a team, it is our responsibility to give them everything they need to do so.
- We believe that every student, with no exception, can achieve at their highest level, and our Big Goal reflects this - our students who are below grade level will make more than one year of growth every school year until they are at or above grade level in all subjects. Right now, many of our students are not at this level. Supporting them in getting there is the focus of everything we do as a team.
- We believe deeply in being an open enrollment, neighborhood public school, with the responsibility to meet the needs of every student who enrolls, with no exception. Special education students currently make up 27% of our student population.
- Finally, we believe that being a cohesive team is the way to realize our vision. Building trust with each other enables us to honor the unique perspectives that every team member brings, talk candidly about these perspectives as we commit to decisions, and hold each other accountable for the results our students deserve.

### Fast Facts

- ICS West was founded in 2016.
- The school is located at 5600 Chester Avenue in the Kingsessing neighborhood of Southwest Philadelphia.
- We serve approximately 800 students in grades K-8 in the 21-22 school year, and we will grow to our full enrollment of 900 students in the 2023-24 school year.
- All of our students are taught Spanish starting in Kindergarten.

### Your Role

Working under the direction of the CEO, and in cooperation with the Principal and Assistant Principal of Instructional Operations, the Compliance Manager is responsible for:

- Ensuring that ICS remains in compliance with federal, state and local regulations in regard to teacher certification, employee clearances, HIPAA, federal programs, etc.
- *Payroll Administration:*
  - Verify employees' work hours and payment through the payroll system



- o Maintain and update payroll records regularly based on vacation, paid time off, and other time off requests
- o Coordinate with the Business Office to ensure that payroll records are accurate
- *Human Resources Management:*
  - o Update, maintain and post position descriptions on job recruitment sites
  - o Screen employee applicants
  - o Coordinate hiring activities (i.e., teacher open house events, etc)
  - o Maintain staff employment records/personnel files, including offer letters, contracts, clearances, degree verifications, etc.
  - o Monitor teacher certification through TIMS
  - o Establish relationships with colleges, universities and other education-based organizations in an effort to recruit qualified candidates
  - o Ensure that required clearances for all relevant parties are on file
  - o Maintain employee handbook
- *Compliance Management:*
  - o Support submission and monitor deadlines for reports as directed by the CEO
  - o Ensure responses to Right to Know requests within the mandated time frame
  - o Maintain current electronic files of all federal, state, and local documents required for compliance

### **Salary, Schedule and Benefits**

- This is a 12-month position.
- Our work day is 8:15am to 4:15pm.
- The salary range for this position is \$55,000 to \$63,000, depending on experience. Charter School experience preferred.
- ICS West pays for 100% of the cost of employee and dependent health benefits, and matches 403b contributions up to 5%. We do not participate in PSERS.

### **Application Details**

- Requires at least a Bachelor's Degree and one year of relevant experience.
- Send your resume and a cover letter to [icswesthiring@icswest.org](mailto:icswesthiring@icswest.org), and we will be in touch shortly with next steps.