

## Job Description



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| <b>Job Title</b>               | <b>Director of Business Affairs and Human Resources</b>   |
| <b>Position Summary</b>        | This position plays a pivotal role in assuring the business operations of City Charter High School. This newer role will also help to leverage the school's human resource management capacity. The Director will oversee a Business Affairs Associate and oversee/ implement a range of Business Affairs responsibilities including but not limited to: payroll, health insurance, 401(k) retirement plan, PSERS retirement requirements, tuition billing, employee policies, new hire onboarding, and other comparable responsibilities. The Director will also serve as a resource to the administrative team (Admin) in talent attraction and recruitment as well as strategies to aid in staff retention as well as a resource in relation to HR issues that emerge. |
| <b>Qualifications</b>          | A Bachelor's degree or higher and 5 – 10 years' experience working in Secondary Education, Higher Education, Human Resources, Business, Career Development, or a comparable field is required. The PHR (Personnel in Human Resources) or SHRM-CP (Society for Human Resource Management- Certified Professional) designation is preferred. Additional qualifications noted below.   |
| <b>Essential Job Functions</b> | See below.  |
| <b>Reports to</b>              | CEO and Principal   |
| <b>Salary Range</b>            | Hiring salary range: \$65,500 to \$95,000; Negotiable based on experience. In addition, City High provides a generous benefits package including health insurance, paid time off, an attendance monetary incentive, a 401k retirement program (with matching contributions up to 12%) and a 4-day school schedule that includes most Mondays off (three per month).   |

### Essential Functions:

#### *Talent Management*

- Serve as a resource to the administrative team (Admin) in talent attraction and recruitment as well as strategies to aid in staff retention.
- Research talent recruitment opportunities; Attend relevant events and share opportunities with Admin.
- Develop partnerships with universities and other relevant sources, as it relates to talent pipeline development.
- Manage the City High employment email account and maintain accounts with identified job posting sites (i.e. Indeed, LinkedIn, etc.).

#### *Business Affairs and Financial Management*

- Oversee and manage tuition billing.

- Oversee student Transportation, which includes liaising with school districts and Pittsburgh Regional Transit (PRT); support the Business Affairs Associate to assure the management and coordination of Connect cards for City High students/families school-wide.
- Work in collaboration with the Business Affairs Associate and the Education Manager to assure the timely ordering of appropriate staff supplies.
- Participate in weekly meetings with City High's Accountant and Business Affairs Associate.
- Work closely with vendors regarding the acquisition of services for insurance premiums, certificates and renewals.
- Assure the timely submission of reports for the following areas: 401k, PSERS, financial, and workers comp.
- Work closely with the Accountant and the CEO in preparing for the school's annual independent financial audit; Lead preparation for the annual Pittsburgh Public School (PPS) audit.

#### *Human Resource Management*

- Generate annual contracts to staff.
- Assist the CEO and Admin as disciplinary issues arise.
- Assist employees with issues that may arise from health insurance processing. Troubleshoot issues in conjunction with our broker as necessary.
- Record and track staff Paid Time Off (PTO) and vacation requests that are approved by the CEO.
- Manage the onboarding process for all new hires (i.e. offer letter, communication with key internal staff for assuring a staff laptop, benefits paperwork, clearances, and other requirements for school employees as new hires).

#### *Supervision*

- Provide supervision, oversight and coaching to the Business Affairs Associate.
- Assure training for the Business Affairs Associate as necessary.
- Work collaboratively with the CEO in supervising the Administrative Assistant/Receptionist.

#### *Communication*

- Guide City High communication regarding key updates from the Human Resources/Business Affairs Office to staff, our accountant, vendors, and other important stakeholders.
- Maintain proactive and regular communication with the CEO and Admin. Leverage Admin as thinking partners, where relevant.

#### *Data Collection and Evaluation*

- Review staff and faculty responses to City High's Annual Report Survey regarding organizational climate and suggest potential strategies to strengthen morale.
- Enter confidential staff data into City High's student information system, which includes an administrative section.
- Monitor compensation and benefits trends in order to make recommendations that enable City High to keep pace and remain competitive in the K-12 educational marketplace.

#### *Other*

- Field relevant inquiries and work to resolve arising problems/ challenges in a timely manner.
- Maintain organized and detailed office records (hard copy and electronic) to assist in follow-up and documentation of efforts.

- Exhibit a flexible, 'can do' work ethic with a focus on what can be delivered despite unforeseen challenges.
- All other duties as assigned.

**Skills and Qualifications:**

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- A Bachelor's degree or higher and 5 – 10 years' experience working in Secondary Education, Higher Education, Human Resources, Business, or a comparable field is required. The PHR (Personnel in Human Resources) or SHRM-CP (Society for Human Resource Management-Certified Professional) designation is preferred. Experience in an educational setting also desired.
- Exceptional oral and written communication skills.
- Excellent interpersonal "people" skills and the ability to build and maintain relationships with external organizations and professionals.
- A strong track record of project management is essential with outstanding organizational and planning skills.
- Effective problem-solving skills; the ability to identify challenges and proactively work to find solutions.
- Exceptional attention to detail and follow-through without losing sight of the 'big picture.'
- Strong computer skills, including knowledge of Microsoft Office and Google Suite.
- Excellent data analysis skills and experience synthesizing data to drive action steps that align with City High's mission.
- Accounts receivable/Accounts Payable experience.
- Ability to maintain confidentiality in all aspects of the job.
- The ability to manage multiple responsibilities simultaneously.
- The ability to learn quickly in a fast-paced environment.
- A passionate belief in the mission of City High and a commitment to increasing the success of our students, families, and the school.

Interested applicants should send a cover letter and resume to the attention of Dr. Dara Ware Allen as follows:

Dara Ware Allen, Ph.D.  
CEO and Principal  
City Charter High School  
201 Stanwix Street  
Pittsburgh, PA 15222  
[employment@cityhigh.org](mailto:employment@cityhigh.org)