



Job Description - Human Resources Director

About CANO

Community Academies of New Orleans ("CANO") is a new charter school management organization created to bring together Foundation Prep Charter School and Choice Foundation schools, Lafayette Academy and Esperanza Charter School, with the ultimate goal of strengthening all three schools. The nonprofit boards that governed Foundation Prep and Choice Foundation voted to establish this partnership in 2019 to benefit from the organizations' shared values, similar programming, and strong leadership, and set operations of CANO to launch ahead of the 2020-2021 academic year.

CANO's vision is to build a system of exemplary schools, deeply influenced by our students, families, and communities, with graduates who are committed to being community advocates and leaders. Its mission is to cultivate schools that nurture students' character and critical thinking ability in responsive learning environments, thereby equipping them to be impactful community leaders. CANO will strive for high academic performance at all our schools while securing partnerships and programming that use community assets to support our schools and students. In doing this, CANO brings fresh, yet grounded, vision to the New Orleans charter landscape and forges a new path ahead for students, families, and communities alike.

CANO's Values are:

- INTEGRITY. We always do the right thing.
- TEAMWORK. We work and grow together.
- PASSION. We love our students; our community; our work.
- DIGNITY. We value and respect every member of our community.
- COURAGE. We approach challenges with optimism and confidence.

About The Role

The Human Resources Director is an integral part of the Operations team at CANO and reports directly to the Chief Operating Officer. This person is responsible for developing a positive employee culture and experience that attracts and retains top talent in the organization. They act as an organizational leader by providing direct support and guidance to Heads of School and managers across the organization about employee experience, CANO employee policy, and employment and labor laws and best practices. They build systems and practices across the organization that not only mitigate risk, but also make CANO a sought-after place to work for educators. The Human Resources Director has a dynamic team which includes one direct report, an HR manager, and several lateral colleagues, including a Talent Director, whose primary responsibility is staff recruitment, and Payroll Accountants.

About The Opportunity

We value and respect every member of our community and believe that adult culture must be productive and positive for our schools to make the academic gains we seek. This is an opportunity to build something great from the ground up while ensuring that all components of a first-class HR department are present. Ultimately, you will be responsible for: employee experience, employee data, and organization compliance regarding employment laws and CANO policy.

You will:

✓ *Build and maintain an employee experience that embodies CANO values, including:*

- Day-to-day support for employees with HR questions
- A new hire orientation and robust onboarding/offboarding for employees
- Administration of all employee benefits, including health, life/disability, 401K, pension, unemployment
- Network-wide employee policies e.g. attendance policies and systems
- Employee engagement and retention efforts e.g. employee experience surveys, employee wellness days

- Collaboration with other staff and alignment with organization direction to enhance employee experience
- Collaboration with recruiting during the hiring and staffing process
- Employee professional development and certification
- A performance management system that incentivizes performance and ensures employees are evaluated fairly

✓ *Ensure Employee Data is Accurate and Accessible by:*

- Managing the relationship between payroll management system and benefits providers
- Working with the finance team to submit regular payroll reports
- Providing continuous staffing updates to appropriate departments
- Utilizing and fully implementing a Human Resource Information System (HRIS)
- Assisting with annual financial audit to ensure no findings
- Develops, integrates, and manages a system to comply with mandatory state reporting such as PEP
- Creating monthly reports for the COO, talent team, and others around retention, staffing, performance management, and all other reports as required.
- Managing and maintaining all employee data systems

✓ *Be the resident expert and chief coordinator on Human Resource law and policy, which means you:*

- Conduct legal investigations and make employment recommendations
- Oversee all labor and employment compliance issues, working closely as necessary with legal counsel
- Maintains knowledge of industry trends and employment legislation and ensures CANO's compliance
- Communicates changes in employee policies and procedures and ensures proper compliance is followed
- Manage and revise the employee handbook as needed
- Seek and/or maintain HR certification

About The Person

The best person for this role will:

- Have an entrepreneurial mindset and look forward to building something new from their expertise
- Be a self-starter who also loves to work collaboratively
- Be a blend of tough and tender and communicates comfortably
- Operate with a sense of urgency and responsiveness

More about CANO

CANO Schools offer competitive salaries commensurate with experience and a comprehensive benefits package. Aside from extensive professional development, all our staff members are equipped with a laptop computer, email, and all necessary supplies. CANO believes in the importance of being a diverse, equitable and inclusive organization that enables our students and staff to thrive. We are committed to building a talented team that reflects the diverse backgrounds and experiences of our students. At the same time, we work to ensure an inclusive community through creating a space for important dialogue about issues of race and identity for our staff and students. *As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.*

