

# HARLEM VILLAGE ACADEMIES

**POSITION:** Human Resources Manager  
**REPORTS TO:** Director of Talent Services  
**LOCATION:** Harlem, New York City  
**WEBSITE:** [www.harlemvillageacademies.org](http://www.harlemvillageacademies.org)  
**CONTACT:** Alli Zimmerman, [resumes@harlemvillage.org](mailto:resumes@harlemvillage.org)  
**DEADLINE:** September 6, 2010

## THE ORGANIZATION

Harlem Village Academies is widely recognized as a national leader in the education reform movement. Its growing network of public charter schools are transforming the lives of children in Harlem by providing them with an excellent education. Led by a team of passionate social entrepreneurs, Harlem Village Academies has developed and effectively executed on a clear, focused strategy: hire talented and passionate teachers, provide them with autonomy and extensive professional support, and hold them accountable for results. HVA sets high standards for students' academic performance and personal conduct; intervenes with love and rigor when a child is off-track; and engenders in students a love of learning, a spirit of community, and dedication to academic and behavioral excellence.

The results have been extraordinary, and Harlem Village Academies has achieved national prominence as one of the highest performing urban schools in the country. Students enter the academies several years below grade-level, many with a history of poor behavior. Yet after a few years with the school they make remarkable gains.

- **100%** of eighth graders passed the NYS Science and Social Studies Tests.
- **100%** of eighth graders passed the NYS Math Test, ranking Harlem Village Academy **#1** of all open-enrollment public schools in New York State.
- HVA schools were the highest scoring in Harlem on the New York State ELA test.
- **100%** of high school students passed the Integrated Algebra and US History Regents exam.

In addition to its remarkable, consistent track record of educational excellence, Harlem Village Academies has an exceptionally committed Board of Directors and an extraordinary group of supporters including some of the country's most prominent and influential leaders in business, finance, real estate and media. Harlem Village Academies is regularly featured in New York and national media and serves as a model for schools across the United States. New York City Mayor Michael Bloomberg calls Harlem Village Academies "a model of excellence" and "the poster child for this country."

## **THE OPPORTUNITY**

With its proven, replicable education model, Harlem Village Academies is poised for growth. In addition to building Harlem's first high-performing public high school, the organization plans to scale up to a system of schools at a pace that ensures continued excellent educational quality. In an organization where human talent is the most valuable asset, the HR Manager will play a key role in the success of our schools and students by helping ensure the happiness of all staff.

## **RESPONSIBILITIES**

### **Employee Relations and Compliance**

- Provide excellent customer service to all staff
- Assist in the development and execution of staff happiness programs and reviews
- Work closely with school leaders and recruitment team during employee hiring process to ensure successful onboarding and compliance of all new hires
- Refine and administer effective employee onboarding processes
- Maintain Employee Handbook to ensure it reflects legal requirements and best practices
- Assist leadership with employee relations, including legal compliance, documentation, leave processes, and investigations as necessary
- Assist faculty with teacher certification
- Generate offer letters, write salary increase memos, and conduct exit interviews

### **Benefits Administration**

- Maintain and improve employee benefits programs including medical, life and disability insurance, flexible spending accounts, and retirement
- Manage broker relationships, annual benefits review, benefits package renewals and open-enrollment

### **HR Systems**

- Manage and update HR Information System; periodically analyze trends in staff data
- Evaluate and further develop systems for tracking absences, sick leave, terminations, extending job offers, setting salary structures, and maximizing retention of high – performing employees.
- Enact programs and practices that engage, inspire, and recognize staff in partnership with leadership.
- Works to create a positive and supportive Shared Services environment with the purpose of strengthening the schools

## **QUALIFICATIONS**

The ideal candidate will be a highly intelligent, driven individual with warm character, and exceptional integrity. He or she must be a genuinely kind individual who thrives as part of a highly motivated, committed team, and who has a passion for building efficient human resources processes and providing first-class service to staff. Other qualifications:

- At least 3-4 years of professional experience, HR experience preferred
- Knowledge of human resources practices and principles, including benefits, compensation, employee relations, and performance management
- Proactive, entrepreneurial style with the ability to take initiative, recognize opportunities,

and develop and implement focused plans for executing on those opportunities in a fast-paced and dynamic work place

- Strong team player, with willingness to be hands-on and do whatever it takes to support the success of Harlem Village Academies
- Excellent oral and written communication skills, with an ability to communicate to various constituencies and work effectively with a variety of staff at all levels within the organization
- Innovative, creative and strategic thinker
- Strong attention to detail and ability to project manage

### **ORGANIZATIONAL CULTURE**

All team members are expected to be committed to the mission, vision and values of Harlem Village Academies, have a positive and professional attitude, exhibit a very strong work ethic (including a willingness to work long hours) and possess an inner drive for personal and professional excellence. The ideal candidate will thrive working within an entrepreneurial and results-driven environment.

### **TO APPLY**

Applications should include a thoughtful cover letter describing your interest, qualifications and how you learned of the position. Please e-mail all applications to [resumes@harlemvillage.org](mailto:resumes@harlemvillage.org) with “HVA – HR Manager” in the subject line by **September 6, 2010**.

*Harlem Village Academies is an equal opportunity employer and welcomes candidates from diverse backgrounds.*