



Pathway Mission Statement

At its founding in 1961, Pathway was among the very few schools in the greater Philadelphia area designed exclusively for the learning disabled child, and unified the disciplines of psychology, psychiatry, medicine and social work with education. Since then, The Pathway School has increased the size of enrolment and staff who support the students, developed the vibrant learning environment located on a 12-acre campus in Jeffersonville, and solidified its reputation as a leader in innovative, quality programs and services for those who need a specialized education. Throughout all of its growth, the school's mission has remained the same: **to build academic, social, and life skills in students with special needs, to promote their success and independence after Pathway.**

JOB TITLE: Human Resource Coordinator
Full-Time, Non-Exempt/Hourly (Administrative Model)
37.5 hours per week
7.5 hrs./per day
12-Month Schedule

DEPARTMENT: Human Resource Department

RELATIONSHIPS: Reports Human Resource Director

FUNCTIONS: This position primarily serves as an administrative support function for the administrative needs of the school's HR Department. More specifically, the position will provide partial support of the school's reception area; employee support with benefit issues; administrative support throughout the recruitment process; assistance with employee relations; and, School President/Board support when needed.

CORE COMPETENCIES:

- Must be able to manage change effectively and professionally. Must be able to adapt to new processes and procedures;
- Must be able to provide a high level of customer service to both external and internal customers;
- Must exhibit excellent verbal and written communication skills;
- Must be able and willing to problem solve independently. Willing to bring creative and innovative ideas into the department to improve process and procedure.

QUALIFICATIONS:

Education & Experience:

- Bachelor Degree in Human Resources, Organizational Development, Business or other related field. A minimum of 3 years' experience providing administrative support in an HR Department.
- HR experience in a non-profit and/or school is a plus.

It is the policy of The Pathway School to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, national origin, sex, age, marital status, veteran status, sexual orientation or the presence of any disability.

- Working knowledge of Word, Powerpoint, Excel and Outlook is required. Knowledge of Paychex and other HR Systems a plus.
- Solid knowledge of on-line systems (general) and the use of products to collect data and create efficient process.

Compliance Requirements:

- Must comply with Act 168 and submit a completed Sexual Misconduct Form.
- Must able to obtain and maintain a satisfactory PA criminal background check, Child Abuse & FBI clearances and pass a drug test, as well as, a TB Test;

Physical Requirements:

Ability to perform all duties as listed. Physical activity can include climbing stairs, sitting for long periods of time, extensive computer data entry, may include participation in wellness programs that involve walking.

PROFESSIONAL RESPONSIBILITIES

- Provide part-time support to the School's Reception Area.
- Assist with the school's Wellness and Employee Relation activities as needed.
- Assist staff in problem solving any payroll/benefit-related issues involving our healthcare, retirement and voluntary benefit plans.
- Provide data entry support to maintain human resource information systems such as Payroll, Benefits, Retirement, Workers Compensation, etc.
- Assist the HR Director with the administrative tasks necessary to support the recruitment of new talent and on-boarding.
- Collect and maintain all compliance data relative to visitors, observers, interns, co-ops, student teachers, practicums and new hires.
- Handle the processing of all incoming invoices.
- Assist the School President, on an as needed basis, with the coordination of any board meetings. Prepare the Board Meeting Agenda Packet, coordinator arrangements for any sub-committee meetings relative to the Board of Directors.
- Any other duties, consistent with the functions of the department and job description qualified to perform.