

Associate Director, Employee Relations

Start Date: Immediate
Team: Team Talent Operations
Location: Brooklyn, NY or New Haven, CT or Providence, RI

About Achievement First

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 14,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

Achievement First exists to close the achievement gap and address inequity facing the communities that we are honored to serve. We have a two pronged approach: people and program. In terms of program, we know that our curriculum, assessments, and school design are key to our success. But they are not enough – and they will not have impact without the right highly talented teams in place to execute, innovate, and make our network a place of excellence. Therefore, our ability to attract and keep the right (extremely talented) people is equally mission critical. While our school leaders work to create school environments that allow our teachers and deans to meet their full potential, we must also build network-wide structures, policy, strategy, and ethos that drives culture across AF.

Achievement First's Talent Operations team ensures strong talent practices are effectively and consistently implemented across the AF network as the organization adapts to scale. The team also seeks to create a world-class employee experience such that all employees feel valued and want to stay at AF to relentlessly support student success. The team accomplishes this by:

- Overseeing comprehensive performance evaluation systems
- Offering competitive total rewards package
- Fueling people leadership practices with strong talent data, clear guidance, and efficient processes
- Creating avenues for employee input and feedback through various talent management surveys

At AF, we believe that having great people on our team is the key to our ability to close the achievement gap for our scholars. Too often, organizations hurt themselves through poorly conceived and executed talent management policies, and end up de-motivating the very staff members they are designed to support. AF believes that compassionate, consistent and fairly implemented talent practices is critical to our success at building a network of high performing schools that can close the achievement gap at scale. Reporting to the Director, Employee Relations & HR Policy, the Associate Director of Employee Relations will play a critical role in helping to promote our positive workplace.

Responsibilities of the Associate Director of ER will include but are not limited to:

- In collaboration with the Director of ER & HR Policy and school-based Directors of School Operation (DSOs), execute on investigation-focused functions for AF school-based teammates, including leading investigations, facilitating and participating in school-based personnel committee meetings, tracking investigation and outcome data, and training the DSO and DSO-In-Residence (DIR) cohorts.

- Provide advice and guidance based on an in-depth knowledge of employment laws to school-based teams, including deans, principals, and DSOs on a variety of talent management issues, including performance management, investigation best practices, applicable leaves of absence, termination, harassment, discrimination and retaliation to ensure consistent application of internal AF policies and applicable laws.
- Advise schools in leading conflict resolution, mediation facilitation, and effective and talent-focused problem solving with/between employees and their coaches/managers.
- Build capacity for Talent Operations team and school-based teams in HR function areas by developing user-friendly tools for the Talent Operations team’s intranet site.
- Perform employee relations functions while effectively managing risk to the network.
- Manage data reporting under the Employee Relations content areas.
- Manage leave of absence requests, effectively administering federal FMLA and state specific FMLA programs and AF paid leave policies.
- Track leave of absence programs accurately to ensure accurate teammates’ pay, working with the school-based teams and payroll team.
- Manage workers compensation program for the network, including claim review meetings, claim submissions, workers compensation training, internal knowledge management system on workers compensation, and ensure compliance with state specific regulations as well as leave tracking.
- Assist on other talent operations workstreams related to job description creation, non-renewal decisions, and onboarding and offboarding processes.
- Participate in special assignments and committees that require subject matter expertise.
- Support Director of ER & HR Policy, Vice President of Talent Operations and other members of Talent Operations team on additional projects as requested.

Skills and Characteristics

- Prior experience leading trainings and conducting investigations
- Excellent interpersonal skills with demonstrated social intelligence, tact, empathy, respect, and patience
- Ability to resolve conflicts and diffuse employee relations related concerns, issues, and situations
- Ability to multitask, exceptional detail and follow up skills, and is organized
- Ability to quickly evaluate alternative solutions/options and decide on a plan of action
- Ability to leverage data to formulate strategy and drive results
- Confident in interacting with and influencing individuals at all levels within the organizations
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Excellent verbal and written communication skills with a proactive communication style

Educational Background and Work Experience

- Minimum of 3 years of experience in employee relations or general human resources required
- Bachelor’s degree required. MS or MBA in any of a broad number of fields is a plus, HR certification is a plus (SPHR, SHRM-SCP, PHR, SHRM-CP)
- Knowledge of applicable law (state/federal), regulations, rules, procedures, HR best practice and administration (required)

- Experience working with HRIS systems, ADP WFN a plus
- Occasional weekend or evening work and willingness to travel to our schools and offices throughout Connecticut, Rhode Island, and New York as needed- must provide own transportation

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Please click [here](#).

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>.

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.