



PEOPLE OPERATIONS COORDINATOR

Who We Are

Achievement Prep is an award-winning college-preparatory public charter school network committed to historically underserved communities of Southeast Washington, DC. Our flagship middle school, which opened in 2008, serves approximately 500 scholars in 4th – 8th grade. Opening in 2013, our elementary school, serves approximately 350 scholars in K – 3rd grade. It also includes an early childhood partnership with AppleTree Institute, which serves approximately 160 preK3 and preK4 scholars. Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, college and beyond.

What You Will Do

At Achievement Prep, we believe that without great educators, nothing else matters. The People Operations Coordinator plays a critical role in supporting the People Team and ensuring the provision excellent and timely customer service for the entire employee life cycle (from applicant through former employee). The Coordinator is highly capable, detail-oriented, and personable and performs functions related to human resources processes, procedures, and policies to support the advancement of Achievement Prep's mission, included but not limited to selection and hiring, onboarding and offboarding, payroll, benefits, personnel records and other special projects.

Reporting to the Managing Director of People Operations, you will:

Selection and Hiring

- Support candidates throughout the recruitment cycle, from application to offer, providing excellent customer service and support
- Work with the People Team to ensure that every every Achievement Prep school is fully staffed with high-quality platinum teachers and oxygen team members
- Ensure that all hiring managers are equipped with the tools needed to meet ambitious hiring goals
- Perform reference checks, background checks, and employment verification for new and prospective employees
- Support the MDPO with managing substitute coverage by coordinating with managers, internal substitutes, and external staffing supports

Data and Compliance

- Ensure 100% compliance with the Office of the State Superintendent of Education (OSSE), the DC Public Charter School Board (PCSB), grant-funded positions, and all federal and local employment laws by prioritizing data entry, integrity, and auditing.
- Compile, analyze and present data related to staffing, recruitment, hiring, evaluation, and compensation to relevant stakeholders and the people team.
- Manage human resource systems including ADP, PurelyHR, etc.

People Operations

- Support job analysis to establish role requirements, classify positions under FLSA guidelines, and develop clear job descriptions
- Support the MDPO in designing and codifying process flows, standard operating procedures (SOPs), and HR policies
- Conduct annual review of HR policies with the MDPO including but not limited to employee handbooks, benefits offerings, and compensation
- Serve as the secondary point-of-contact for employees with HR questions or workplace/environment concerns
- Lead personnel record keeping and data tracking related to background checks and reviews, promotions, separations, complaints, benefits, workers compensation claims, leaves of absence, credentialing/licensure, and exit interviews
- Coordinate the onboarding process for all employee groups:
 - Assist with preparing documentation for offer letters and employment agreements
 - Coordinate new hire orientation
- Support the development and implementation of strategic people priorities in areas including performance management, retention planning, employee feedback and experience, compensation strategy, diversity, equity, and inclusion
- Support the planning and facilitation of initiatives related to culture-building (i.e. staff appreciation events, team retreats, etc.)

Core Human Resources Competencies

- Provide a high level of customer support assistance to staff regarding all human resources questions/issues
- Maintain a high level of confidentiality and ethical behavior regarding all human resources discussions, personnel actions, documentation and organizational plans



“Wind In The Sails” Support for Schools

- Be on campus from at least 8:00 AM to 5:00 PM daily
- Support all staff and scholars in establishing a positive, structured, and achievement-oriented school culture
- Participate regularly in projects and initiatives that integrate Network Office staff into schools
- Support “all-hands-on-deck” times of for schools: beginning of school year, standardized testing, all school assemblies, etc.
- Maintain a culture centered on our ethos and core values of **D**etermination, **R**espect, **E**nthusiasm, **A**ccountability, and **M**astery
- Exhibit an unwavering commitment to high academic achievement *and* character development in our scholars
- Receive continuous feedback from peers and school leaders on your practice and be expected to give the same
- Manage time, tasks, deadlines and responsibilities in a fast-paced environment and hold others accountable for the same

Be willing to take on additional responsibilities as necessary to fulfill Achievement Prep’s mission for our scholars

You Must Have

- Bachelor’s degree
- 2+ years of general human resources experience

It Would Be Nice for You to Have

- 1+ years of recruiting/talent sourcing experience (preferably for a school or district)
- Charter school or school district human resources experience
- Working knowledge of District of Columbia regulations

Who You Are

You know and understand the power of education and have seen, first hand, that power manifested either in your life or in the lives of others. You are committed to serving historically underserved communities knowing that your work is part of a larger ecosystem committed to change. You believe in a quality public education for all and are determined to serve every child that comes your way. You are unapologetically mission driven and will do whatever it takes to advance the work and ensure scholar achievement. You are excited about not just the work, but doing the work at Achievement Prep. You are familiar with our community and are not afraid of or by all the beauty and challenges that come with living in impoverished communities. You value and respect everyone and demonstrate that respect in words and actions.

You are customer service-oriented. You understand that recruiting is not a one-time activity, it is a cultivation endeavor that happens year-round and involves all members of the organization. You take great pleasure in being able to answer people’s questions, meet their varying needs, and appropriately direct them to the next step – all with a genuine smile on your face. You are also an organizing guru. You thrive on ensuring that there are appropriate processes, systems, and routines to most effectively serve any stakeholder who crosses your path. You respect timelines and know that meeting the same are not optional or to be taken for granted. You are open to feedback, eager to grow, and bring your best to everything you do. You know the work isn’t easy and don’t expect for it to be. The grind of our mission ignites you. You are not only capable of performing but thrive in circumstances involving ambiguity and nuance. You look for or create the joy in your day-to-day and want to work with others who do, too.

What We Value

- 100% Scholars: You prioritize what’s best for scholars first.
- Results Without Excuses: You set, track and achieve ambitious goals; and you own the mistakes.
- Sweat the Small Stuff: You pay attention to the smallest details to ensure smooth, predictable, and effective outcomes.
- Community Matters – Mightily: You show care and respect for others – even when the work is taxing.
- Unapologetically Mission-Driven: You have a “whatever it takes” mentality in achieving the mission.
- Many Minds, One Mission: You value and partner with parents and the community for the good of scholars.

What You Get

- Development:
 - Ongoing weekly or bi-weekly coaching and development from direct supervisor
 - Opportunities to participate in external professional development that increases effectiveness in the role

ACHIEVEMENT PREP

- Compensation & Benefits
 - Achievement Prep offers highly competitive compensation & benefits
 - Medical, vision, dental benefits
 - Flexible spending accounts for transit, dependent care, and medical expenses
 - 401k with automatic immediate employer matching up to 4%
- It Pays to Stay:
 - Upon completion of 2 full school years of service, employees become eligible for annual loyalty incentives
 - Gifts and Achievement Prep swag
 - Bonuses