

Bilingual (Mandarin) Human Resources Manager

Status: Exempt, Full-Time
Calendar: Calendar Year

Overall Objectives

The Bilingual (Mandarin) Human Resources Manager will oversee recruitment, employee relations, performance management, and the administration of payroll and benefits to ensure a positive, supportive work environment that aligns with the school's mission. This role will also ensure compliance with all relevant laws and regulations while supporting the school's goal of preparing our students to be engaged and productive global citizens.

Principal Roles & Responsibilities

Human Resources Administration

- Develops and maintains detailed job descriptions, while managing the recruitment and hiring process for school staff.
- Manages employee absences (both English speaking and Mandarin speaking) and ensures timely coverage. Tracks and monitors staff absences, including day-of sick calls, and coordinates the arrangement of substitutes and coverage for additional duties (e.g., recess, lunch supervision, car pickup line).
- Administers employee benefit plans, manages enrollment processes, and collaborates with the benefits broker on renewals, plan changes, and annual open enrollment activities.
- Facilitates the completion of new hire documentation, manages I-9 records, and ensures compliance with federal regulations and school policies.
- Inputs and manages employee data in HRIS and other personnel information systems, including seniority lists, years of service, FTEs, and evaluations.
- Maintains personnel files for current and former employees, ensuring compliance with employment laws and data privacy regulations.
- Offer bilingual support and guidance on HR matters. Provide consultation to staff on human resources topics, ensuring they understand regulations, compliance requirements, and best practices.
- Collaborates with the contracted law firm and authorized sponsors to manage non-immigrant work visas, green card applications, and visiting teacher visas, ensuring compliance with USCIS standards.
- Prepares and processes timesheets, tracks employee attendance, and manages payroll tasks in coordination with the contracted accounting firm.
- Prepares updates and actively participates in monthly HR Committee meetings.
- Responds to unemployment insurance inquiries and manages related communications.
- Handles employment verification requests in a timely and accurate manner.
- Provides assistance to teachers with Tier 1 and Tier 2 license applications.
- Manages volunteer background check processing in accordance with school policies.
- Scans and maintains employee documents in the records system.
- Provides support to the Executive Director on various human resources-related matters.

Communication

- Reviews, updates, and publishes Employee Handbook; provides annual all-staff "Employee Handbook" review during pre-service training.

- Reads all school communication and actively participates in team and all staff meetings.
- Brings issues promptly to the attention of the Executive Director and the administration.

Program Compliance

- Recommends and reviews policies and procedures in accordance with state and federal Guidelines.
- Attends employment and school law seminars and all required safety and health training.
- Maintains accurate records and proper documentation.
- Assists in the preparation and submission of federal, state, and agency reports, including the STAR and equity reports; submit required documents to school authorizer.
- Serves as the designated Title IX Coordinator.

Professional Conduct

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image and a positive attitude.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Qualifications

Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or a closely related field required
- 1 – 3 years prior work experience in Human Resources, experience in a public school preferred.
- Bilingual in Mandarin Chinese and English
- Adept at technology and software (iPad, PC, Microsoft Office Suite, Google Suite)
- Familiarity with HRIS systems is desired

Competencies

- Ability to maintain confidentiality as outlined in data privacy laws
- Strong communication skills orally and in writing
- Organized and attention to detail
- Ability to work autonomously and multi-task
- Problem solving, planning, and execution skills
- Reliability; willingness to go above and beyond when necessary to reach goals

Employee Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Starting Salary: \$45k - \$60k DOQ; per year performance-based increases

Benefits: We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

Start Date: ASAP

To Apply: Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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