



Human Resources Position

Board of Directors

La Escuelita Arcoiris

La Escuelita Arcoiris is Pittsburgh's Only Spanish Immersion Preschool. We pride ourselves in providing a high-quality preschool immersion experience paired with an emergent curriculum, which allows for a play-based curriculum and the opportunity for children to develop socially and academically according to their own interests.

La Escuelita is looking to enhance its overall work culture and refine its existing HR policies, benefits package, and employee development opportunities, as well as enhance the workplace environment to foster self-reliant, insightful, and engaged employees.

An interest in early childhood education and Spanish speaking is preferred but not essential.

Duties and Responsibilities include:

- Ensure that all employment practices are consistently interpreted in accordance with federal and state law and the affiliate's human resource policies.
- Review human resource policies for revision as often as needed based on legal or regulatory conditions impacting human resource policies.
- Review the recruitment, hiring and training processes with the organization's leadership team.
- Consult with supervisory and management staff regarding performance issues and disciplinary action.
- Review Salary rubric. Establish and maintain salary ranges that are market competitive and internally equitable to enhance recruitment and retention of employees.
- Establish goals, strategies and policies for an effective evaluation system to be managed by Leadership Team.
- Review the employee recognition programs, incentives and benefits.