



**Nevada State High School**  
★ Public Charter School ★

**Human Resource  
Coordinator**

**Mission:** To support students in a college environment with personal, academic, and social skills.

**Vision:** Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving approximately 1,000 11<sup>th</sup> and 12<sup>th</sup> grade students in nine (9) locations. NSHS continues to meet the community’s demand of preparing high school students to attend college without having to take remedial coursework.

Under the leadership at the Institute for Program Integrity (IPIA) and Accountability, the Human Resource Coordinator is responsible for Duties Tasks and Support, Recruitment/Retention, Employee Compliance, Training/Development, and Employee Deductions/Declarations. Other duties as assigned. This position is a generalist and requires someone with a high degree of accuracy, timeliness, and production across the primary functions above.

**Employee Value Proposition:**

<p style="text-align: center;"><b>Cultural Fit</b></p> <p>Our daily work is connected to a higher purpose and is focused on getting every student college ready!  <b>Core Values:</b> OWN IT: Take responsibility          UPHOLD OUR PROVEN PROCESS: Maintain integrity &amp; expectations of the NSHS program.          CONTINUALLY IMPROVE: Motivation to improve self and others.  <b>Core Focus:</b> To provide opportunities for student success in a real college environment.</p>	<p style="text-align: center;"><b>Total Compensation and Rewards</b></p> <p><b>Pay and Benefits:</b> \$40,000 - \$60,000 Medical, dental, vision, LTD. No state/local income tax and state retirement 100 % paid (no SS deductions) (saving of approx. 6%-12% of net pay). One and half (1.5) days of PTO per month and federal holidays  <b>Incentives:</b> Annual performance pay structure \$3,000 - \$10,000 and determines base for future year’s pay.  <b>NOTE:</b> \$40,000 could be a base of \$67,000 in 6 years</p>
<p style="text-align: center;"><b>Working Environment</b></p> <p>NSHS has strong leadership that develops a culture of high expectations being open and honest. Staff follow simple core processes (progress not perfection) and tools to improve the health of the organization and get everyone pointing in the same direction using EOS®. Staff proposes their work schedule each month and are motivated by a “my kid standard.”</p>	<p style="text-align: center;"><b>Professional Growth</b></p> <p>Most Fridays, staff conduct collaboration, feedback, training, and professional growth. Departments have funds allotted for conferences and workshops to meet the Continuous Improvement Point System. Professional development is in the school’s DNA and we are motivated to figure out new ways to improve ourselves and others.</p>

**Qualifications:**

- 1) Earned Bachelor’s degree in Human Resources, Business, Management, or related discipline and/or three (3) years of relevant experience preferred.
- 2) Demonstrated ability in workplace law and adult presentation skills.
- 3) Demonstrated ability and advanced proficiency in keyboarding and Microsoft Office Suite;
- 4) Eligible to pass federal and state background checks/fingerprinting.

**To apply:** Candidates are asked to submit the following: 1) NSHS application, 2) resume, and 3) transcripts and/or applicable license(s)/endorsement(s). Please scan and submit all documents through the school’s help ticket portal here: <http://help.earlycollegenv.com> **NO HARD COPIES OR EMAILS.**

**Hiring Process and Timeline:** NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: <https://earlycollegenv.com/career-opportunities/>

**CLOSING DATE: Open Until Filled**