

# Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

## WHO WE ARE

The mission of Hamlin Robinson School (HRS) is to ignite the academic and creative potential of students with dyslexia and other language-based learning differences. Since its founding in 1983, HRS stands as the only school in the state of Washington exclusively serving the unique academic and social/emotional needs of students with dyslexia. It is our vision for students who struggle in traditional settings to experience the classroom as a welcoming and safe place for learning.

## OUR STORY

Hamlin Robinson School has been at the forefront of serving students with dyslexia and other language-based learning differences for almost 40 years. Our purpose is to fill an unaddressed gap in the K-12 education system failing to adequately address the learning needs of up to 20% of the student population; those with dyslexia and unexplained reading challenges.

Our program is in high demand because of our reputation and record of success with students who learn differently, and our specially trained faculty who teach students accordingly. HRS utilizes the most effective known method of whole-class literacy instruction, which is a comprehensive, multi-sensory approach adaptive to the full curriculum of the school. Most importantly, students learn in the way suiting their needs. For many, HRS is the first place they experience success, confidence, pride, and a sense of belonging in school. And for parents, it is the first time they witness their student enjoying school.

Hamlin Robinson School values diversity and welcomes the unique contributions of people from all backgrounds, gender identities, learning styles, physical abilities, and sexual orientations.

## WHO YOU ARE

You are collaborative, resilient, flexible, diplomatic, confident, patient, and possess a sense of humor and professional presence.

You have a Bachelor's degree or higher and/or equivalent working experience.

You possess knowledge and experience in payroll management and process, benefits administration, and human resource management.

You have proven computer skills in QuickBooks, as well as standard Microsoft applications.

You are organized and motivated with the ability to prioritize and efficiently manage multiple projects and deadlines.

You have excellent communication skills.

You are comfortable working with staff, faculty, students, and families.

You love to innovate, connect with community, and build relationships.

You maintain confidentiality.

## THE JOB

**Position:** Human Resources and Payroll Specialist  
**Department:** Administration  
**Reports to:** Director of Operations

### Human Resources

- Coordinate the new hire on-boarding process, including but not limited to background checks, fingerprinting, benefit enrollment, payroll deductions, and any compliance requirements.
- Maintain and periodically audit employee files, records, reports and related paperwork.
- Working collaboratively with the Director of Operations to assist in managing employee benefits programs (Health, Dental, Vision, 403(b) Retirement Plan, short-term disability, long-term disability.) This includes employee communication, problem solving, claims resolution, and annual open enrollment.
- Administer our 403(b)-retirement plan including employee enrollment, matching contributions, plan and employee changes, loans, terminations and roll-overs.
- Update and maintain accurate job descriptions for all positions as needed and coordinate hiring for open positions with administrative staff.
- Prepare renewal and new hire letters of agreement for faculty and staff.
- Assist the Director of Operations in completing the yearly audit.
- Work with administrative team to update the employee handbook yearly, in compliance with all relevant statutes, laws, and regulations.
- Provide HR systems assistance to faculty and staff as needed.
- Coordinate FMLA, Worker's Compensation, Unemployment, and COBRA processes using our on-line tools.
- Ensure that proper forms are submitted to appropriate agencies on a timely basis.
- Provide reports to key administrators as needed.
- Other projects/tasks assigned by Director of Operations.

### Payroll

- Maintain payroll database including gathering and auditing timekeeping data and inputting new hires, leave times, terminations, personal information changes such as address or name, pay/deduction adjustments.
- Process monthly payroll ensuring that employee deductions are entered accurately, and direct deposits are made as instructed.
- Work with payroll system support to troubleshoot issues as needed.
- Manage employee time and attendance reporting.
- Ensure that out-sourced payroll and benefits-related tax filings are complete, accurate, and filed on time.
- Verify all quarterly and yearly tax reports related to payroll are filed.

## HOW TO APPLY

Please submit a Resume and Cover Letter to:  
Max Beron, Director of Operations, He/Him  
Hamlin Robinson School

Email: [jobs@hamlinrobinson.org](mailto:jobs@hamlinrobinson.org) with "Human Resources/Payroll Specialist" in the subject line.