



POSITION DESCRIPTION

Director of Human Resources

As the Director of Human Resources, you will play a pivotal role in providing strategic leadership and guidance for all aspects of human resources within our school. Your responsibilities will encompass the development, interpretation, and implementation of HR policies and programs, organizational planning, staff recruitment, performance management, employee relations, compensation, benefits, HR-related training, and regulatory compliance. Your mission is to align HR functions with our school philosophy and cultivate successful partnerships across all levels of the organization.

Core Responsibilities

Recruiting, Hiring, Training:

- Demonstrate best practices in identifying, recruiting, selecting, and hiring qualified employees.
- Assess candidate qualifications and cultural fit for effective integration into the school environment.
- Implement a robust new employee onboarding process and develop strategies for training and motivating both new and existing staff.

Communication and Employee Relations:

- Foster improved workplace communication to keep employees informed and enhance positive employer-employee relations.
- Advise key administrators on HR-related matters and recommend effective solutions.
- Communicate effectively with employees at all levels to understand their needs and concerns, contributing to a motivating work environment.
- Support and implement change strategies to promote overall organizational success.

Performance Management and Employee Development:

- Implement and monitor a performance management system, assisting in career and succession planning, and facilitating professional development programs.
- Provide coaching and counseling to administrators and employees to enhance performance and morale.

Compliance/Policy Development/Documentation:

- Possess a strong understanding of employment law and compliance matters, developing policies and processes to meet legal and regulatory requirements.
- Collaborate with the Chief Operating Officer, Head of School, and Senior Administrative Team to develop and implement HR-related policies and associated procedures.

Compensation and Benefits:

- Direct the school's compensation and employee benefits programs, overseeing payroll processes, insurance programs, and leaves of absence.
- Coordinate with the Director of Finance on payroll, benefits, and other financial matters.
- Benchmark compensation and employee benefits to maintain a competitive position in the marketplace.
- Strategizes, plans, and evaluates benefit programs including but not limited to health medical, dental, and life insurance; disability and workers' compensation; 403(b) and retirement plans.
- Supervise the Payroll & Benefits Coordinator.

Additional Responsibilities:

- Undertake other responsibilities as assigned.

Qualifications (Minimum):

- Bachelor's or advanced degree in a related field and a minimum of 5 years of progressively responsible human resources experience.
- Strong familiarity and practical experience in applying federal/state labor laws and regulations, such as ACA, FMLA, FLSA, EEO, DOL, etc.
- Previous working experience with ADP WorkForceNow preferred
- Ability to handle confidential matters with discretion.
- Effective communication skills with constituents at all levels in the school organization.
- Competent working knowledge of Google Suite, MS Outlook, Word, Excel, and PowerPoint computer programs.

Reports to: Chief Operating Officer

Department: Business Office

FLSA Classification: Exempt

This position description outlines the general duties of the job but is not intended to provide a detailed description of all duties inherent to the position.

Anticipated start date late May 2024

Expected compensation in the range from \$115,000-\$135,000 plus benefits