

# Senior Human Resources Generalist

Status: **Full Time**

Compensation Range: \$38.46 - \$45.67 / Hourly Rate

**WELCOME TO CROSSROADS**  
**See the world differently.**

**ELEMENTARY SCHOOL**

Norton Campus

1715 Olympic Boulevard, Santa Monica, CA 90404

**MIDDLE & UPPER SCHOOL**

21st Street Campus

1714 21st Street, Santa Monica, CA 90404



**CROSSROADS**  
SCHOOL FOR ARTS & SCIENCES

# About Crossroads School

Crossroads School is an independent, K-12, all-gender school of nearly 1,200 located in the beach city of Santa Monica, CA. Founded in 1971, Crossroads was founded on five core commitments: to academic excellence; to the arts; to the greater community; to a student body of social, racial, and economic diversity; and to the development of each student's physical well-being and full human potential.

Crossroads has been recognized for decades as an innovative force in education and for the public good. Its progressive philosophy, strong community and culture, emphasis on diversity and inclusion (53% of students and 38% of faculty identify as people of color), and a belief that all domains of school life (arts, athletics, service, etc.) are equally integral to a child's development and well-being have made it a top choice for families in Los Angeles. It is a particularly exciting time for the School: current initiatives include the fully endowed Equity & Justice Institute, an ambitious 15-point strategic plan and a capital campaign to construct a performing arts complex on the 21st Street campus.

Students at Crossroads own their education. Our student-centered approach allows students to celebrate their individuality and to build their individual curricular pathways. The Middle School serves roughly 330 student grades 6-8. Crossroads School is a high-touch, high volume organization, which requires all adult community members to maintain a visible profile on campus and a responsive, student-centered approach.

**If you have a passion for helping people, enjoy continuous learning, strive for innovative solutions and process improvement, this role may be for you!**

## Position Overview

We are seeking a highly skilled Senior HR Generalist specializing in Employee Relations, Workers' Compensation, Accommodations, Leave of Absences, Employee Communications, Benefits Administration, and Policy Writing. The successful candidate will play a pivotal role in ensuring a positive employee experience, fostering a supportive workplace environment, and maintaining compliance with relevant regulations and company policies. This is a key position in our Human Resources department's team of four, who will report to the Director of Human Resources and will not be responsible for supervising other employees.

### **Work Hours:**

8:00 a.m. – 5:00 p.m. (May have some flexibility)

### **Work Schedule:**

Monday - Friday

### **Travel Requirements:**

Primarily on site at the main location, with occasional visits to other campuses.



# Essential Job Functions

- Manage employee relations matters, including investigations, conflict resolution, and performance management.
- Oversee workers' compensation claims process, working closely with insurance providers and legal teams.
- Facilitate accommodations for employees with disabilities or medical conditions, ensuring compliance with ADA regulations.
- Administer leave of absence programs, including FMLA and other statutory leave requirements.
- Develop and communicate HR policies and procedures, ensuring alignment with legal requirements and company objectives.
- Spearhead employee communications initiatives to promote transparency, engagement, and a positive organizational culture.
- Partners with HR Team on administration of employee benefits programs, including health insurance and retirement plans.
- Periodic revision and updating of Employee Handbook.
- Other duties as assigned.

## Required Skills/ Abilities

- Excellent oral and written communication skills.
- Excellent interpersonal, counseling, conflict resolution and negotiation skills.
- Proficient knowledge of Title I and Title II of the ADA, Title VI, and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act (ADEA), Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA) and related local, state and federal regulations.
- Aptitude and philosophy consistent with the school's standards.
- Ability to adjust and adopt the culture and norms of the organization.
- Approachability, welcoming-nature and punctual responsiveness to inquiries from employees.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Deep technical and factual knowledge of HR laws, rules and regulations.
- High degree of attention to detail, thoroughness, completeness and follow-through.
- Strong analytical and problem-solving skills.
- Proficiency with Microsoft Office Suite or related software.
- Confidentiality with sensitive employee information.
- Strategic thinking and a mindset for continuous improvement of internal processes and positive development of internal and external relationships.
- Positive recommendations from prior jobs and employers.
- Sufficient ability to make numerical computations and prorations for employee salaries or benefits deductions.



## Required Qualifications

- Bachelor's degree, preferably in Human Resources Management or related field, or equivalent combination of education, training and experience.
- Minimum 5 years of experience in managing LOA, Accommodations and Employee Relations.
- Minimum 3 years successfully conducting employee investigations.
- PHR or SHRM-CP certification preferred.

## Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- Walking around the work site and school campus, and occasionally traveling or walking to our other campus located half-mile away.
- Ability to lift up to fifteen pounds at times.
- Necessity to work in person at the workplace at least 40 hours per week. This position does not allow for remote work.

## Compensation

- Non-Exempt hourly wage range: \$38.46 to \$45.67 (\$80,000 to \$95,000 annualized)
- Full suite of benefits including medical, dental, vision, disability, paid vacation and certain paid school breaks and holidays.

**Please submit your resume and cover letter for consideration to this position. Click [HERE](#) to apply.**



# Our Philosophy Statement

The School was built upon five basic commitments: to academic excellence; to the arts; to the greater community; to the development of a student population of social, economic, and racial diversity; and to the development of each student's physical well-being and full human potential.

It is the goal of Crossroads School to provide a strong college preparatory program from which each student will develop a personal commitment to learning, a respect for independent thinking, and an expanding curiosity about the world and its people. We consider certain skills to be essential for all graduates: to read well, to write clearly and coherently, to study effectively, to reason soundly, and to question thoughtfully.

Through the educational process, we assist students in gaining self-esteem, self-knowledge, and respect for the knowledge and opinions of others. We believe that education must not be a race for the accumulation of facts, but should be an enriching end in itself. We also believe that education is a joint venture among students, parents and teachers. To be effective with young people, teachers and parents must themselves continue to learn, so that they may perceive the young accurately and treat them wisely.

We believe that the arts are an essential part of the curriculum and that it is important for students to express themselves creatively and to use their imaginations freely. Therefore, music, drama, visual arts, film, writing and dance are significant parts of student life at Crossroads.

Through our academic and extra-curricular programs, we seek to promote social, political and moral understanding, and to instill a respect for the humanity and ecology of the earth.

We understand that there are many kinds of intelligence, and the traditional academic, cognitive area is one. Other important areas of intelligence are intuition, imagination, artistic creativity, physical expression and performance, sensitivity to others and self-understanding. To neglect any of these areas is to limit students in the development of their full human potential.

We believe that the uniqueness of children is revealed in their very existence and that it is the School's responsibility to foster their innate sense of the mystery and joy of life.

# Our Diversity Statement

One of Crossroads School's founding commitments is to develop a socially, economically and racially diverse student body. We are equally committed to supporting a vibrant and diverse workforce. Crossroads is proud to be an Equal Employment Opportunity and Affirmative Action employer; we do not discriminate in employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age or sexual orientation. People of color, women and individuals with disabilities are encouraged to apply.

