



Job title: Director of Human Resources

Department: Business Office

Reports to: Associate Head of School for Operations/CFO

Position summary: The Director of Human Resources is directly responsible for the overall administration, coordination and evaluation of the human resources function.

Position responsibilities:

- Annually reviews and makes recommendations for improvement of the School's policies, procedures and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation and ensures School's compliance.
- Responsible for the School's compliance with federal and state legislation pertaining to personnel and wage/hour matters.
- Responsible for all payroll administration.
- Manage the annual 403(b) audit.
- Work with Head of School to review, prepare and administer the School's wage and salary program.
- Responsible for benefits administration (group health, dental, long-term disability, life insurance, flexible spending plans, and 403(b) plan).
- Manage annual open enrollment period. Arrange for distribution of materials, communications to employees as well as conduct an annual benefit fair.
- Process monthly billings from insurance providers. Review billings for accuracy, codes and advances for payment. Resolves discrepancies with carriers, payroll and the School.
- Communicates changes in personnel policies/handbooks and procedures and ensures proper compliance is followed.
- Conducts new employee orientations to ensure employees gain an understanding of benefit plans and enrollment provisions.
- Conducts Exit interviews to determine reasons behind separation.
- Consults with legal counsel as appropriate on personnel matters.
- Work closely with senior administration on personnel issues.
- Partners with Division and Department Heads to solve human resources-related issues.
- Participate in and at times lead intervention and performance improvement meetings with employees
- Performs job analysis and writes job descriptions.
- Develops and implements HR initiatives.

- Develop and maintain the human resource information system.
- Administering company benefits; overseeing workers compensation claims
- Assisting w/recruiting for internal positions
- Supervises the staff of the human resource department.
- Serve as a source of ongoing support for all employees of the School.
- Serve as an advocate for the needs of all employees and communicate with Head of School and senior administration on potential improvements.
- Acts as liaison between employee, insurance providers to resolve benefit related problems and ensure effective utilization of plans and positive employee relations.
- Administer FMLA and serve as the School's Cobra administrator.
- Work with senior administration to create staff training.
- Manages CPR, First Aid, Medicine Administration training for all employees.

Essential Skills:

- Demonstrated knowledge of human resource functions such as compensation, benefits, employee relations, training, and development
- Understanding of HR laws, experience w/ payroll system(s), strong computer skills
- Ability to manage multiple projects simultaneously and follow through to conclusion
- Exhibit sound judgment relating to confidential matters
- Strong initiative; a desire to excel
- Demonstrated experience balancing the broader needs of an institution with the needs of an employee or department
- Demonstrated experience of partnering with departments and employees
- Excellent interpersonal, analytical and organizational skills
- Excellent writing, interpersonal, and communication skills
- Outstanding employee relations skills
- Ability to work as a part of a team
- Demonstrated ability to act independently, analyze data, take initiative upon information, and make recommendations that achieve optimal results
- Strong proficiency in; Microsoft Office, including Word, Excel, and PowerPoint; HR Systems; and Payroll (Dominion Payroll)
- Strong understanding of HR processes and data including, but not limited to, benefits eligibility and enrollment rules, recruiting, compensation, affirmative action, etc.

Education and experience:

- **Minimum:** Bachelor's degree or equivalent of 5-10 years of related experience/training.
- **Required:** SHRM Certification

Reporting to this position: Payroll and Benefits Coordinator

Physical demands and work environment: Working conditions are normal for an office environment.