



## DIRECTOR OF HR

### MISSION

Guided by the principles of academic rigor and diversity, French American + International offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance.

### OPPORTUNITY

Working at French American + International opens up a myriad of opportunities – both personal and professional. Critical to our Strategic Plan in creating a **proud, engaged** community, we appreciate our faculty and staff by fostering a community of ongoing **learning, respect** and **collegiality** and by providing competitive compensation and benefits.

It is also of paramount importance to us that we continue to foster an environment of **diversity, equity** and **inclusion** as we build a school community of individuals who are an actual representation of the world we live in.

### KEY RESPONSIBILITIES

- Lead all HR functions including hiring, open enrollment, on-boarding, exit interviews, payroll, benefits, HR audits and management of HRIS
- Responsible for all immigration matters (visas, green cards, I-9s etc.)
- Responsible for issuing employment agreements
- Advise Head of School and Senior Management on HR related matters
- Develop and maintain HR policies, handbooks and related legal documentation
- Communicate changes in personnel policies and procedures and insure proper compliance is followed
- Assist management in the annual reviews and appraisals
- Work directly with department managers to assist them in carrying out their responsibilities on personnel matters
- Responsible for 403b retirement plan financial audit
- Assist the CFO in the preparation of Federal and State tax returns and annual financial audit
- Ensure compliance with all legal requirements, employment laws and the Affordable Care Act
- Liaison with benefit providers/brokers and management of related costs and policy renewals
- Evaluate, recommend and administer all School benefits plans ( medical, dental, vision, FSA/DCA, LTD, Life and other individual policies)
- Serve as an internal and external liaison around procurement of employee information
- Manage Employee Wellness program
- Coordinate with management the preparation and administration of compensation strategy
- Consult with legal counsel as appropriate on personnel matters
- Manage worker compensation claims, COBRA, EDD requests and Healthy San Francisco City program and annual filings
- Prepare EEOCs filings and compliance
- Manage all FMLA/CFRA, Paid Family leave and disability, sick leaves and vacation requests and administers policies
- Manage employee complaints and conflict resolution
- Responsible for semi-monthly payroll of 300 +employees
- Participate on committees and special projects



- Supervise HR Assistant, Receptionist and Health Aides

#### **OTHER DUTIES**

- Interface with the Teacher's Association during negotiations and provide guidance on personnel related matters
- Manage Student insurance claims and policy renewal
- Manage Travel insurance claims and policy renewals
- Assist the CFO in the renewal of liability insurance policies
- Handle requests for Certificates of Insurance
- Oversee other legal requirements, processes and waivers
- Delegate as appropriate to HR Assistant
- Provide support to the President of the Board of Trustees on HR related matters

#### **SKILLS AND QUALIFICATIONS**

- 8-12 years of work experience in Human Resources, preferably in Education; Master's degree in HR or SPHR certification preferred.
- Team player with a collaborative management style
- Experience in design, development and implementation of compensation plans and benefit programs.
- Knowledge of federal, state, and local employment, wage and salary laws and regulations Forward thinking and ability to deliver results in a high pace environment.
- Hands-on work style, and able to work under pressure and respect schedules/deadline.
- Self directed, highly motivated with a strong sense of urgency
- Proven organizational skills with attention to detail and the ability to prioritize and manage competing demands
- Excellent verbal and written communication skills with an emphasis on confidentiality, tact and diplomacy