



Human Resources Director

SUMMARY:

The Human Resources Director is responsible for all functions of Human Resources for The Village School and works collaboratively with the HR Director of North Naples Church on all HR related matters affecting both entities. The HR Director reports to the Head of School. This is a Year Round/12-Month position.

DUTIES AND RESPONSIBILITIES:

- Manage the employment process to include recruitment, selection, orientation, and onboarding in accordance with best practices; facilitate new hire benefit enrollment process; manage separation process
- Counsel leadership on a variety of HR related matters including: sensitive issues, job reclassifications, job descriptions, progressive discipline and disciplinary actions, separations, risk mitigation, policy interpretation, employee relations, and conduct investigations
- Maintain organizational compliance related to Human Resources in accordance with local, state, and federal law as well as accrediting bodies
- Manage background and fingerprinting process in compliance with regulations and in coordination with Florida Department of Law Enforcement VECHS program and Department of Children and Families
- Administrator of HR Information System (HR, ACA, Applicant Tracking, Attendance, Benefits, Payroll); responsible for data integrity and working with internal Payroll to troubleshoot issues and consulting product support for issue resolution
- Work collaboratively with NNC HR Director in regard to HR Information System global settings, configuration and system issues; HR related Accounting and Payroll matters affecting both entities
- Work collaboratively with NNC HR Director and benefits broker in regard to benefit plan renewals, request for proposals, plan design, and open enrollment process including: employee meetings, enrollments, and system configuration
- Work collaboratively with NNC HR Director to file annual joint EEO-1 report for both entities
- Ensure compliance with medical benefit legislation to include annual disclosures, annual organization filings, Affordable Care Act compliance including: ACA status, coverage, annual employee 1095-C forms
- Regularly monitor personnel policies, review employee handbook annually, and develop recommendations for improvement of policies and practices; obtain annual acknowledgements
- Responsible for maintaining an up to date compensation system and managing the performance evaluation process

- Review all monthly benefit invoices, dispute discrepancies, and approve for payment
- Administer retirement plan in accordance with plan rules and serve as point of contact for employees and provider; employer portal administrator
- Manage employee leave and accommodations in accordance with applicable laws
- Report workplace injuries, coordinate worker's compensation process, and maintain required records and OSHA logs
- Respond to communications/claims received by Florida Reemployment Assistance and attend hearings
- Serve as a member of the Health and Safety Team
- Maintain all personnel files in accordance with best practices and legal requirements
- Respond to all HR related employee inquiries and address or escalate as necessary
- Lead HR related projects as necessary and determined by leadership

QUALIFICATIONS:

- Bachelor's degree related to the field of Human Resources is required. Master's degree and professional HR certification preferred
- 10 years' experience in field of HR and in essential functions listed above. HR experience in an education or independent school environment preferred.
- Requires independent thought and excellent decision making capabilities.
- Ability to prioritize a number of projects, assimilating information with accuracy, and consistent attention to detail and meeting schedules and deadlines
- Ability to demonstrate initiative, leadership, and collaboration
- Excellent written and verbal communication skills required with strong follow up and follow through.
- Possess effective written and oral communication skills and organizational and interpersonal skills working with all constituents in a school environment
- Possess strong people management skills and emotional intelligence; build strong professional relationships with all levels of employees and network with other HR professionals
- Physically, the position requires walking, standing, and sitting for long periods of time in an office environment.

About The Village School

[The Village School of Naples](#) is a private preschool through 12th-grade college preparatory school located in Naples, Florida. As the first independent STEAM school in Collier County, TVS is dedicated to the pursuit of excellence in academics, technology, athletics, and the arts. TVS is devoted to the development of the whole child. Christian values guide a diverse TVS student body and prepare them with confidence and wisdom for what lies ahead. TVS added an Upper School in 2016 and will have its first graduating class in 2020. The Village School of Naples is accredited by the Florida Council of Independent Schools and the National Association of Independent Schools.

Application Instructions:

Submit your application, resume, and cover letter online by visiting our [Job Openings](#) page directly or visiting our website at: <https://www.villageschoolnaples.org/about/career-opportunities>