



# Director of Human Resources

## Start Date: January 2022



Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096  
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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## **Friends' Central School Overview**

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 775 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

## **Director of Human Resources**

Friends' Central School seeks an experienced, highly motivated Director of Human Resources who will be responsible for supporting, developing, and implementing human resources strategies and initiatives aligned with Friends' Central School's overall mission and strategic plan.

The Director of Human Resources works collaboratively with various stakeholders in support of school-wide initiatives and will manage independent projects in support of individuals and various groups throughout the School. The Director of Human Resources helps to design systems and implement processes that help the School recruit, develop, and retain a talented, culturally competent, and diverse faculty and staff who promote a commitment to learning through inquiry, reflection, action, and discovery – an approach that stems from the Quaker belief in Continuing Revelation.

Reporting to the Head of School, the Director of Human Resources will bring creativity, clarity, and empathy to help assess, formulate, recommend, and implement human resources policies, procedures, and objectives on topics associated with employee relations and employee rights, benefits, and employee health and wellbeing. The Director of Human Resources will lead the development of benefit orientations and other benefits training for employees, will communicate HR policies, procedures, programs and laws, and will bridge management and employee relations by addressing demands, grievances or other issues. The position will recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

In collaboration with the Head of School and the Chief Financial Officer, the Director of Human Resources will review and manage the School's wage and salary structure and pay policies and will monitor all pay practices and systems. The Director of Human Resources will help develop competitive salary practices that support the School in achieving their strategic goals for recruitment and retention.

The Director of Human Resources is also an integral member of the recruitment and onboarding process. Working closely with the Division Heads, the Director of Human Resources will enhance and deploy effective recruitment and onboarding processes. The latter are designed to help new faculty and staff learn about Friends Central School, understand available resources and how to access them, and feel welcomed and supported throughout their first year and beyond. Additionally, the position will work in partnership with the Division Heads to support professional development initiatives, providing necessary education and materials to employees, including workshops, manuals and employee handbooks, as well as to support the annual professional growth and evaluation process.

As the lead HR professional, the Director of Human Resources will oversee the School's compliance with all existing labor, legal, and government reporting requirements, including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Paid Family Medical Leave (PFML), Employee Retirement Income Security Act (ERISA), the Department of Labor, Workers' Compensation, the Occupational Safety and Health Administration (OSHA), and so forth. The Director of Human Resources will prepare the necessary information requested or required for compliance with laws and serve as the primary contact with the company employment law attorney and outside government agencies.

#### **Core Duties and Responsibilities:**

- Assess, design, recommend, and implement human resource policies and procedures related to employee relations and employee rights, benefits, and employee health and wellbeing
- Manage all employee relations, policy, and classification and ensure compliance with all local, state, and federal employment laws
- Ensure compliance with background checks, verification of credentials (education, professional licenses, and certifications), reference checks, etc. for new hires
- Manage annual employment contracts with teachers and staff
- Manage employee performance management practices and employee issues/conflict resolution including separations, accommodations, and leaves of absence
- Develop training materials to help ensure employees understand and are provided the necessary tools to be compliant with the employee handbook
- In partnership with Division Heads, manage the overall staffing process, including developing culturally responsive practices for recruiting, interviewing, hiring, and onboarding
- Ensure job descriptions are culturally responsive and up to date and compliant with all local, state, and federal regulations
- Work with the Director of Equity, Belonging, and Inclusion, developing and executing a comprehensive strategy around human resources and performance management that ensures equity and inclusion across policies, practices, and systems throughout the School and build hiring practices that remove bias and increase diversity of teachers and staff
- Work with the Chief Financial Officer, negotiate group health insurance rates, retirement plans, and other benefits with third party providers
- Report to the Head of School and serve as a member of the administrative leadership team
- Fulfill other duties as assigned



## Qualifications

- A master's degree, or higher, preferably with a background in employment law
- 5+ years of experience in progressively responsible human resource roles within education administration
- Proficient knowledge of local, state, and federal labor laws and relevant regulations to ensure compliance
- Strong database skills, specifically with payroll systems.
- Experience in benefits administration, performance management, communication processes, compensation, and wage structure
- Experience with cultural-competency/DEI practices
- Is innovative; a strong communicator and empathetic listener; and a mentor, a guide, and a team builder

Friends' Central School requires all employees and applicants to be vaccinated against COVID-19. An employee who qualifies for a medical or religious exemption will be required to be tested weekly and to submit results to the School. Like all employees, those employees who qualify for a medical or religious exemption will also be required to adhere to strict mitigation measures, including masking and distancing.

Interested applications should send a resume and cover letter to [careers@friendscentral.org](mailto:careers@friendscentral.org). Applications will be accepted through October 31, 2021.

*Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).*

