

## **Director of Human Resources**

The Director of Human Resources (HR) is a full-time, on-site, year-round, exempt position that reports to the President of the School and works closely with the school's leadership team including the Principal, Assistant Principals and Chief Financial Officer in support of school administration, faculty, staff and contract employees. The Director of HR is responsible for the school's human resources policies and practices, ensuring legal compliance, and supporting implementation of the school's values, mission, and strategic human resources priorities. The Director of Human Resources will be responsible for directing, planning, and implementing activities and programs associated with the employee lifecycle, including hiring, onboarding and offboarding, employee relations, policy development and administration, legal compliance and recordkeeping, investigations, and performance management. The Director will work closely with the Chief Financial Officer to support and implement several HR processes and programs including benefit enrollment and administration, and annual contract and staff reviews. The Director of HR will also partner with school leadership to ensure regular employee engagement and communications and actively contribute to a workplace culture of inclusion and respect.

The Ursuline School is a private, independent, Catholic, college preparatory school for girls from grades 6 through 12, established in the spirit of St. Angela Merici, foundress of the Ursuline Order. It is known for its rigorous academic program, its robust service opportunities, and its dedication to the education of the whole person.

**Status:** Full-time

**Starting:** Immediate

### **Major Functions and Responsibilities:**

- The first and key point of contact for queries from administration, staff, faculty and contract employees on human resources issues, questions, and situations
- Maintaining personnel records, employee data and managing HR documents
- Onboarding new employees (employment records and onboarding guides) and updating internal databases
- In partnership with the business office, point of contact for benefits, insurance and compensation questions
- Communicating with, advising, supporting employees and those in managerial roles
- Advising people managers in managing performance, disciplinary actions, and employee relations issues
- Presenting to different constituencies on the topic of HR – could include presentations to administration, faculty, staff or the Board on topics such as hiring, onboarding of new hires, pre-employment screening and training, compensation and benefits, professional development, employee relations issues, etc.
- Collaborating with President, Principal, Administration and staff on workforce issues such as performance reviews, contract renewals, ongoing management
- Tracking and reporting – HR information systems and timekeeping system maintenance and reporting - maintains records of PTO and leaves (maternity, paternity, short term and long term disability, etc.)
- Oversees the creation and updating of employment and HR policies and procedures – maintains the employee handbook, faculty handbook, coaches' handbook

- Training and professional development; annual training for staff and faculty around compliance or HR related topics as well as management skill training relating to managing others, providing feedback, having career conversations, or managing performance issues/handling sensitive or disciplinary situations
- DEI – helping to attract, retain diverse faculty and staff and create inclusive and professional environment for all employees
- Collaborating with school leadership to develop policies and practices that support the attraction and retention of employees (faculty, staff, administration and other) that align to The Ursuline School mission and values; develop relationships with other educational institutions in the area, as needed, to help attract and retain faculty and staff
- Developing and maintaining strong relationships with HR professionals in similar roles in The Ursuline School network and global community
- Staying abreast of current issues and trends related to human resources and private school HR issues and opportunities
- Planning and conducting workplace investigations as needed and advising stakeholders on legal and other issues
- Professional development (PD)– participation in weekly PD sessions for faculty and the creation of training for non-faculty and administration – develop and deliver professional development that supports staff in managing others, HR compliance, giving and receiving feedback, appropriate workplace behavior, HR policies and procedures, pay and benefits (insurance or leaves), etc.

**Qualifications:**

- 8-10 years progressively responsible experience in human resources management and leadership in education and/or non-profit organization, ideally in an educational setting (private or independent school setting is ideal; related experience outside of an educational setting will be considered)
- PHR/SPHR certification preferred
- A Bachelor’s degree in Human Resources or a relevant field is required; a master’s degree in a related field is preferred
- Exceptional interpersonal skills and an ability to collaborate effectively
- Excellent written and oral communication skills
- An ability to make effective use of HR technological tools, including HRIS systems
- A genuine commitment to girls’ education
- A demonstrated commitment to equity and inclusion
- Demonstrated leadership, influence, and time and project management skills
- Microsoft Office proficiency – Excel, Word, PowerPoint, etc.

**To apply:** Please submit a cover letter and resume to [hrsearch@ursulinenewrochelle.org](mailto:hrsearch@ursulinenewrochelle.org)

*The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration and staff of diverse backgrounds. Our community promotes a respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.*