



POSITION TITLE: Director of Human Resources
REPORTS TO: President
FLSA: Exempt Status
JOB STATUS: Regular, Full time
FTE: 1.0/ 12 months

MISSION:

St. Mary's Academy (SMA), sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

POSITION DESCRIPTION:

A seasoned Human Resource Director who will plan, lead, direct, develop, and coordinate the policies, activities, ensuring legal compliance and implementation of the organization's mission and talent strategy. Ideally, a candidate who will not only focus on the systems of human resources, but also play a key role in overseeing people and culture.

Key Duties/Responsibilities:

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention. Ensures employees are mission fit for the organization, and that the employee community focuses on wellness, thriving, growing and meeting the ever-changing needs of young people.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers and oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Responsible for facilitating onboarding and termination of new and exiting employees.
- Conducts research and analysis of organizational trends.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to school administrators.
- Facilitates performance management, professional development, training, and certification activities for staff.
- Responsible for payroll administration and related tasks.
- Performs other duties as required. Please see addendum for additional details.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to create a community with a commitment to diversity and equity.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

- Proficient in the use of ADP for payroll processing preferred.
- Willingness to embrace the Catholic tradition, the charisms of the Sisters of the Holy Names of Jesus and Mary, all-girls education and develop a passion for the school's unique mission.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience required. Experience in an education environment is a plus.
- SHRM-CP or SHRM-SCP highly preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 35 pounds at times.
- Ability to stoop, bend, walk and effectively communicate at levels normal for someone performing work with the general public primarily in the office environment with SMA community or off campus. Communication forms can include but are not limited to; in-person verbal and non-verbal, written, email, telephone and public speaking to medium-to-large groups.

SALARY: Salary is commensurate with qualifications and experience. A comprehensive benefits package is included.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

St. Mary's Academy is an equal opportunity employer.

Addendum:

POSITION RESPONSIBILITIES

1. ONBOARDING & HIRING

- Oversees review and approval of faculty and staff hiring and assures these processes are conducted in accord with all Federal, State and SMA guidelines.
- Support faculty & staff promotion and procedures with Administrators and Personnel.
- Provide support and oversight of employee background and credential checking and assure employee onboarding activities are conducted in a timely manner.
- Creates and sustains an onboarding process that creates an environment that fosters success.
- Support with various training related to hiring including antibias training and other key areas.
- Identify areas where additional training for employees is necessary and implement said trainings.

2. CLASSIFICATION AND COMPENSATION

- Create a compensation strategy for employees on scale and off scale using current market data.
- Plan and oversee local compensation plans and philosophies, build connections with other HR in private institutions.
- Advise classification needs and staffing requirements with broad understanding of both short-and long-term goals of leadership.
- Work with leadership to develop organizational structures that enhance effectiveness and reduce administrative costs.
- Connect with leadership and supervisors on writing and developing job descriptions.

3. LEADING WITH INTEGRITY AND PROFESSIONALISM

- Protects the rights and confidentiality of all faculty/staff, students and others in the SMA community.
- Demonstrates personal and professional standards and conduct that enhance the image of the school and education profession.
- Utilizes meaningful feedback and data of faculty/staff, students, families, and community in the evaluation of school programs and policies.
- Creates and supports a climate that values, accepts, and understands diversity in culture and point of view.
- Recognizes strengths in diverse populations.
- Creates a Culturally Responsive climate.
- Engages in courageous conversations with empathy.

4. EMPLOYEE RELATIONS, DIVERSITY AND EEO

- Serve as a local resource on employee relations issues and concerns and partner with leadership.
- Conduct employee conduct investigations independently and in partnership with legal advice.
- Oversee and manage employee separations within SMA and coordinate applicable employee exit (offboarding) activities.
- Consult with administration or supervisors implementing appropriate performance management practices within both faculty and staff side positions and assist in addressing performance problems in accordance with SMA procedures.
- Provide leadership and guidance to leadership to promote and advance diversity efforts and to assure all equal opportunity in all hiring, promotion and related to HR decision making.

5. BENEFITS AND LEAVE ADMINISTRATION

- Assist employees in addressing questions or issues regarding benefits, time reporting or leave issues.
- Assure that key benefits and payroll information is appropriately inputted and monitored.
- Have key relationships with benefit vendors and providers.
- Provide oversight of time reporting practices and business processes to assure accuracy and timeliness.

6. PERFORMANCE MANAGEMENT

- Develop, plan, and implement employee evaluation and performance management processes and related best practices for SMA.
- Provide Administrators with necessary tools to perform annual employee evaluations and maintain related data and trends.

7. POLICY, PLANNING AND PROCESS IMPROVEMENT

- Develop, plan, and implement human resources policies, procedures and best practices for SMA.
- Collaborate with leadership implementing new business processes and suggest opportunities for improvement or change.
- Actively participate in SMA committees or working groups focused on HR services, business systems and business process improvement.

8. HR REPORTING, DATA MANAGEMENT AND SYSTEMS:

- Assure that HR transactions are processed in a timely and accurate manner with attention to data integrity.
- Track and analyze key metrics to monitor employee morale and employee satisfaction.
- Utilize and maintain proper HR software and help provide sufficient data to employees.
- Produce reports and analysis for leadership regarding HR trends and metrics utilizing relevant institutional or local reporting tool.
- Conduct yearly trainings and surveys to employees pertaining to best practices.

8. SAFETY:

- Assure that safety meetings and agendas are documented and monthly.
- Presents to the Leadership Team & Admin Team for suggestions on safety changes for the school.
- Helps create safety strategies for the staff and faculty at SMA.
- Develops, monitors, and trains any Safety Handbook for Faculty and Staff.
- Conducts an audit with the safety committee on yearly updates and needs for the school.