Seacrest Country Day School, a PS-12th grade independent, college preparatory school in Naples, Florida, is seeking an experienced Director of Human Resources. The ideal candidate will enjoy supporting, developing, and implementing human resources strategies consistent with the Seacrest mission, values, and initiatives.

The Director of Human Resources will guide, facilitate, and manage employment-related services, including hiring, onboarding, retention, evaluation, termination, personnel records, legal compliance, and compensation.

Our Mission: Seacrest Country Day School is committed to fueling intellectual engagement, teaching ownership of the educational experience, cultivating quality of character, and inspiring students to lead lives of significance.

Essential Duties and Responsibilities:

- Assess, recommend, and collaborate to design and implement human resources policies and procedures related to employee relations, benefits, and health and wellbeing
- Oversee Seacrest's compliance with all existing reporting requirements
- Prepare necessary information requested or required for compliance with laws and serve as the initial contact with the school's employment attorney and outside government agencies
- Manage the annual review of the Employee Handbook and all associated faculty-related policies
- 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
- Facilitate employee issues/conflict resolution including grievances, demands, separations, accommodations, and leaves of absence
- In collaboration with senior administrators, manage the overall staffing process, including alignment of recruiting, interviewing, hiring, and onboarding processes with Seacrest's goals and initiatives
- Work with the head of school and other senior administrators on compensation matters, including salary, faculty housing assignments, and tuition remission
● Responsible for compiling and maintaining data related to employment
  Responsible for ongoing submission of all relevant data toward benchmarking
  surveys, including annual DASL submission
● Administer employee training as needed, including harassment and
  discrimination training
● Serve a resource to school administrators on human resource-related topics.
  Support professional development initiatives through providing training or
  educational resources
● Other duties as assigned

Common Qualification Requirements:

● A bachelor’s degree, preferably in human resources or employment law. (Master
  degree and/or human resources certifications highly preferred)
● At least five years of experience in progressively responsible human resources
  roles with educational administration
● Working technical knowledge of human resources principles, procedures, and
  practices
● Proficient knowledge of local, state, and federal labor laws and relevant
  regulations to ensure compliance
● Experience in performance management, communication processes,
  compensation, wage structure, and benefits administration
● An ability to build trust, respect, and credibility with senior leaders, trustees,
  faculty, and staff, serving as a valued colleague and resource
● An informed citizen who models cultural competency, values diversity and equity,
  and demonstrates a commitment to the cultivation of an inclusive and
  multicultural community
● Demonstrate individual initiative, self-awareness, commitment to personal and
  professional growth, ability to receive and apply feedback, and the ability to
  advance multiple strategic and operational priorities simultaneously

Compensation and Benefits

This is a 12-month, full-time position. Full-time employees are eligible for our
competitive benefits package, which includes medical, dental, vision, disability, AD&D,
life insurance, AFLAC, and Seacrest’s 403(b) retirement program.

● Seacrest Country Day School is an equal-opportunity employer.
● Fingerprint and background checks are required for employment

To apply for this position, please send your resume and cover letter to academicteam@seacrest.org