



Director of Human Resources

Our School

Salisbury School is an all-boys private boarding school in New England's Litchfield County. Our campus is located on 725 acres in northwest Connecticut, and features two main academic buildings, ten residences, and several state-of-the-art athletics and arts facilities. Our all-boys boarding school is located near New York, with less than a two-hour drive from the NYC metro area. Salisbury School is also within easy distance of Boston, Albany, Hartford, Greenwich, and several other major population centers.

Built on essential core values, the School's unique culture promotes brotherhood, creativity, empathy, humility, integrity, leadership, and respect. Salisbury graduates are men of character and promise who are prepared to meet the challenges of college and adulthood and to make a difference in an entrepreneurial, technological, and cosmopolitan world.

Position Summary

Reporting to the Chief Financial and Operating Officer, the Director of Human Resources will oversee all aspects of Human Resource operations related to recruitment, compensation, payroll, benefits, processes and programs, employee relations, professional development, and compliance. An advocate for the School's mission and values, the Director of Human Resources will engage deeply with Salisbury School faculty and staff, lead the strategic direction of all Human Resources work at the School, and develop appropriate programs and strategies that reflect institutional priorities.

This position is responsible for providing strategic direction to and implementing and administering compensation and benefit programs including group health, life insurance and disability plans, retirement plans, unemployment benefits, and workers compensation including compliance with all local, state, and federal regulations. The Director of Human Resources position is a full-time, exempt, full benefits, 12 month position with an expected start date of April 1, 2025.

Essential Duties and Responsibilities

- Plan, organize, and direct all aspects of human resources management to ensure compliance with School policies and state and federal law.
- Facilitate employee relations matters including coaching and problem solving, overseeing the performance management process, conducting thorough investigations, and providing guidance and recommendations on conflict resolution strategies, in consultation with legal counsel, as appropriate.

- Coordinate and provide recommendations on compensation for new hires and annual increases in conjunction with CFOO and Associate Head of School; perform market analysis of compensation practices.
- Collaborate on the design of and administers the School's performance management program; trains faculty and staff in coaching and feedback techniques and in conducting formal performance appraisals. Advise department heads and supervisors on hiring, disciplinary, and termination procedures.
- Develop and interpret policies and oversee the School's Policies & Procedures Manual.
- Manage benefit administration to include appropriate benefits design, evaluation, and negotiation with service providers, selection of vendors, relationship with benefits consulting team, and benefits budget. Maintain all benefit plan documents and ensure adherence to applicable law. Manage the open enrollment process.
- Work with the 403(b) plan administrator, ensuring compliance with ERISA and following appropriate fiduciary duties. Monitor and work closely with TIAA and pension consultants to ensure plan rules are followed. Act as member of the School's Pension Committee.
- Responsible for handling all areas of compliance as they relate to Human Resources. This includes but is not limited to Immigration, ADA, COBRA, FMLA, FLSA, HIPAA, ERAISA, GINA, EEO, and USERRA compliance. Create communication pieces for faculty and staff regarding their responsibilities with compliance issues. Complete, track and/or file all compliance documentation accordingly.
- Oversee new hire onboarding process from offer to final upload into Paylocity payroll system. Enroll new hires into appropriate health and welfare and retirement benefits plans according to eligibility.
- Manage the recruitment process by assisting department heads and supervisors with recruiting efforts and interviewing all levels of positions, as necessary.
- Manage time off programs including FMLA, short and long-term disability.
- Prepare, report, and file all employee injury reports. Manage workers' compensation leave in coordination with the WC carrier.
- Conduct all background checks including criminal, CT Department of Children and Families, Educational Employer Verification, and FBI fingerprinting through the CCHRS.
- Oversee required State of CT Public Service License random drug screening program; maintain all PSL files and active PSL driver lists.
- Conduct all exit interviews.

Preferred Qualifications

- BA/BS Degree required. Master's Degree or SHRM-CP or SHRM-SCP preferred.
- Ten (10) years of related experience preferably in an educational setting.
- Extensive knowledge of principles, best practices, and procedures of human resource management.

Knowledge, Skills, and Abilities

- Ability to model professionalism, ethical leadership, and adherence to School rules and policies.
- Strong interpersonal skills, patience, good humor, tact, and diplomacy in dealing with sensitive circumstances; ability to maintain collegial relations with colleagues.
- Ability to maintain confidentiality and apply sound judgement around when information can and cannot be shared establishing a high level of trust and credibility across the community.
- Strong analytical, management, problem solving, and organizational planning skills.
- Excellent consulting, coaching, and facilitation skills. Ability to actively listen and to balance conflicting points of view.
- Ability to engage effectively with all employees, respecting differences and varied backgrounds with discretion and integrity.
- Excellent verbal and written communication skills.

Physical Requirements

- Primarily an office environment, ability to sit at a computer and keyboard for substantial periods.
- Mobility to move about the campus, including stairs.
- Sight and hearing adequate (with or without correction) adequate to perform the duties and responsibilities of the position.
- Ability to lift and carry up to ten pounds without assistance.

Additional Requirements

- Successful completion of post-offer criminal and credit background checks.
- Work is performed on a smoke free campus.

Interested candidates should email a cover letter, resume, and a list of at least three professional references to:

Margy Donecker, Director of Human Resources

mdonecker@salisburyschool.org

Salisbury School is committed to making equal employment opportunities available to all qualified people. In accordance with federal, state, and local laws, we recruit, hire, promote and evaluate all personnel without regards to race, color, religion, age, gender, ancestry, citizen status, veteran status, physical or mental handicaps, sexual orientation, or any other factors protected by law. Candidates from historically underrepresented groups are encouraged to apply.