

Providence High School is a diverse, mission-inspired community dedicated to preparing young people to thrive in a rapidly changing world. As an independent Catholic school in Burbank, California, we promote the common good and foster a culture of impact to fulfill our mission to be “steadfast in serving all, especially those who are poor and vulnerable.” Providence serves an ethnically diverse student population who live within 75 different zip codes.

Founded by the Sisters of Providence in 1955, Providence High School is the only school in the country that is part of a multi-state health care system. We are governed by an independent Board of Regents and accredited by the California Association of Independent Schools (CAIS), the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). Other memberships and affiliations include the National Association of Independent Schools, Independent School Management, SoCal People of Color in Independent Schools, California Teacher Development Collaborative, and Making Caring Common of the Harvard Graduate School of Education.

POSITION TITLE:	Director of Human Resources
REPORTS TO:	Head of School
SUPERVISES:	Associate HR Generalist
FLSA STATUS:	1.0 FTE, Exempt Staff
PURPOSE OF THE POSITION:	Provide overall HR administration leadership to the school, including overseeing the development and implementation of human resources policies, programs, and services, such as hiring, retention, termination, personnel records, legal compliance, compensation, benefits administration, employee relations, and employment practices and procedures.
MAJOR RESPONSIBILITIES:	<ul style="list-style-type: none"> • Maintain expert knowledge in all areas of Human Resource management including staffing, compensation and benefits, employee relations, performance management, and training and development. Maintain knowledge of both federal and state regulatory policies and procedures, and remain current on any changes that occur in these policies. • In coordination with the Head of School, Assistant Head of School, and Director of Finance, develop, implement, and administer compensation, insurance, retirement, and other benefits programs for Providence High School (PHS) employees. Develop and manage HR budgets, monitor the marketplace for changes in compensation and benefits practices, and recommend changes to ensure that PHS remains current and competitive in the market. • In coordination with school leadership, develop a diverse, innovative, cooperative, and well-trained workforce; forecast future managerial and professional needs; create and drive employee retention and activation (and burnout reduction) efforts; and develop clear objectives and processes for employment planning. Coordinate all recruitment and selection activities with the Head of School and Assistant Head of School, and work closely with hiring supervisors to recruit and interview staff and verify employment. Work with PHS leadership to forecast personnel needs and budgets. • Stay current on changing federal and state labor laws, policies, and procedures and be able to clearly and accurately communicate these policies to the PHS faculty and staff.

- Establish close relationships with the Human Resource leaders at Providence St. Joseph Health. Make sure that all PHS HR policies are in compliance with PSJH policies. Work closely with PSJH and be the School's representative with PHS employees' benefits through PSJH.
- Lead and coordinate the payroll process. Confirm that all payroll, employee benefits, and retirement information is transmitted to the proper departments.
- Support the strong community culture and desirable working environment at PHS. Work with school leaders on all employee relations issues. Advise school leaders on risk management and of possible liabilities, assist in resolving grievances, and provide information and counseling to school employees when necessary. Train and coach supervisors and employees on issues related to conflict resolution and effective communication in order to minimize problems and concerns.
- Actively support the equity and social justice priorities of the school and integrate them into HR policies and practices to promote an equitable and inclusive workplace.
- Contract with and be the School's representative with all school vendors regarding HR matters.
- Provide supervision and management of Associate HR Generalist and this position's functions.
- Responsible for ensuring all files and documentation comply with PHS requirements as well as government standards.
- Serve as a member of the Leadership Team.

SALARY RANGE:	\$110,000 - \$145,000
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TO SUBMIT AN APPLICATION:

Please click this link to upload your application, including the following documents:

- <https://providencehigh.formstack.com/forms/applicationdocs>
- Cover letter explaining both interest in and qualifications for the position.
- Resume or CV
- Names, e-mail addresses, and telephone numbers of at least three references. References should include at least two direct supervisors.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of employees so classified.

Work Environment: At Providence High School, equity, inclusion, and social justice are core to our mission. We are proud to be an equal opportunity workplace and embrace difference for the benefit of our students, families, faculty, and staff. Our goal is to create a diverse learning community where every employee is known, cared for, supported, and retained. As such, Providence is committed to maintaining a responsive and inclusive workplace free of discrimination, harassment, violence, and any other abusive conduct. Mindful of our mission to be expressions of God's healing love, we employ and support people of any race, ancestry or national origin, gender, gender expression, gender identity, sex, sexual orientation, marital status, age, religion, disability, veteran or military status, citizenship, or any other applicable legally protected status with all the rights and privileges generally accorded or made available to all employees of the school.