



ABOUT MBS

Unwavering in its 130-year commitment to developing the potential of all students, Morrystown Beard School proudly seeks to harmonize academic rigor with moral and ethical development, guiding students towards a life of balance and authentic learning. An independent, coeducational day school, MBS serves students from more than 85 communities and nine counties in northern New Jersey. Students at MBS learn from expert, supportive teachers in classes that are small, welcoming, and challenging. Total school enrollment averages around 600 (Upper School~450 students; Middle School~150 students).

REQUIREMENTS

- BA/BS or equivalent in a business administration, HR or related field
- Three to five years of progressively more complex HR management experience
- IT skills: general digital literacy, database skills, web applications, including Google Docs and Zoom as appropriate to job duties
- Experience in a not-for-profit environment, education preferred.

Knowledge, Skills and Abilities:

- Cultural competency, skill in communicating respectfully across cultures, ability to support an inclusive workplace climate.
- Ability to maintain confidentiality and apply sound judgment around when information can and cannot be shared with those with a “need to know”
- Organization skills, ability to manage multiple tasks.
- Excellent verbal and written communication skills, ability to communicate complex information in a clear manner.
- Interpersonal skills, patience, good humor, tact, discretion and diplomacy in dealing with sensitive circumstances, ability to maintain collegial relations with colleagues.
- Ability to solve problems, effectively and efficiently in a service-oriented manner.

HOW TO APPLY

Interested candidates should email the following items, consolidated as a single PDF document, to employment@MBS.net: a cover letter, a resume, and a list of at least two professional references.



Morrystown Beard School

Human Resources Director

Start Date: June 1, 2025

The Human Resources Director reports to the Chief Financial and Operating Officer and is responsible for developing HR strategies, overseeing operations, and ensuring compliance. The Director leads HR initiatives and provides guidance.

RESPONSIBILITIES:

- Provide an effective and dedicated Human Resources (HR) advisory service to employees about absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters, leveraging legal counsel as appropriate.
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory data, and organizational chart, and contribute to the development of HR-related policies.
- Ensure that all HR policies and procedures are formally presented, clearly articulated, translated as necessary, consistently applied, and conform to legal requirements.
- Be available to provide guidance and interpretation of HR policies and procedures.
- Working in cooperation with the Payroll Manager, ensure legal compliance of HR state and federal regulations and applicable employment laws, and update policies and/or procedures as required.
- Develop/edit/update job descriptions for all employees in collaboration with the Dean of Faculty office.
- Counsel employees regarding disciplinary problems and provide mediation when necessary.
- Appropriately document all disciplinary incidents and maintain files.
- Manage employee separation process for both voluntary and involuntary terminations.
- Support hiring managers in recruitment.
- Arrange for annual boundary training and bloodborne pathogen training for all employees.
- Suggest new HR-department procedures and policies to continually improve the employee experience.
- Partner with the Business Office on benefits selection.
- Coordinate and/or conduct exit interviews to determine reasons behind separation.
- Participate on committees and special projects as requested.
- Other duties as assigned.