



Title: Director of Human Resources

Reports To: CFOO

Classification: Exempt-Full Time

Status: Professional Full-Year Staff

Compensation: Salary range is \$120,000-\$150,000

MCDS is an independent, K-8, co-educational school of 600 students. Our mission is to create an inclusive community of learning that inspires curiosity, empathy, and action. Rooted in our values of respect, responsibility, and compassion, we are an intentional community where varied perspectives and life experiences are vital to our collective growth and the strength of our program

Our Academic & Community Programming: We model teaching excellence through student-centered, differentiated instruction framed around experiential and place-based education. Our 35-acre campus on the hillside of Ring Mountain serves as a living laboratory where students engage directly with environmental sustainability. Our academic program is purposefully scaffolded around three key skill areas—literacy, mathematics, and writing—partnered closely with the developmental milestones and social-emotional needs of our learners.

A Culture of Professional Learning: MCDS is devoted to cultivating an inspiring professional learning environment where adults are engaged in growth throughout the trajectory of their time here. We provide robust funding and time for professional development, encouraging practitioners to seek constant improvement as educators, team members, and community leaders.

Primary Responsibilities

The Director of Human Resources is a strategic leadership role responsible for shaping the employee experience and ensuring the operational excellence of our Human Resources department. This individual will serve as a trusted advisor to school leadership, championing a culture of inclusivity, professional growth, and regulatory integrity. The Director oversees the full employee lifecycle—from recruitment and onboarding to compensation, benefits, and employee relations—for a diverse workforce of approximately 220 staff and faculty.

Key Competencies

- Strategic HR Leadership: Leads complex projects, analyzes organizational trends, and aligns HR initiatives with school goals.
- Relationship Management: Builds trusting relationships with emotional intelligence and empathy while fostering an inclusive workplace.
- Communication: Articulates ideas effectively; listens actively and writes clearly for diverse audiences.
- Continuous Learning: Committed to professional growth and pursuing innovative solutions.

Essential Responsibilities

Strategic HR Leadership

- Review and update school policies annually; maintain the Employee Handbook.
- Lead employee relations, conflict resolution, and workplace culture initiatives.
- Advise Head of School and CFOO on personnel matters and performance management.
- Oversee HRIS maintenance and implementations; analyze metrics to optimize productivity.

Talent Management

- Lead recruitment, partnering with supervisors and search firms; ensure equitable hiring practices.
- Train hiring managers on effective interviewing techniques.
- Oversee onboarding programs, including contracts, background screenings, and cultural integration.
- Support employee growth through feedback and professional development.

Compensation & Benefits

- Manage bi-weekly payroll for 220+ employees, ensuring accurate timekeeping and compliance.
- Partner with brokers to evaluate plans, lead renewals, and coordinate open enrollment.
- Administer 403(b) retirement program and oversee annual audits.
- Assist with salary benchmarking using market data.
- Generate and track employment agreements and contract changes.

Compliance & Leave Management

- Ensure compliance with federal, state, and local regulations (ERISA, COBRA, FMLA, CFRA, ADA, EDD).
- Administer leave processes; track documentation and coordinate with supervisors.
- Manage Workers' Compensation claims with legal counsel and insurance brokers.
- Complete required annual filings (SARs, Form 5500, 1094/1095-C, EEO-1, WC audits).

Supervisory Responsibilities

- Recruit, hire, and develop HR department staff.
- Oversee daily workflow and professional growth of team members.

Qualifications

- Bachelor's degree in HR, Business, Psychology, or related field preferred.
- Minimum 7 years of progressive HR experience with expertise in employee relations; nonprofit or K-12 experience preferred.
- Experience supervising HR staff.
- Expertise in full-cycle payroll processing, FLSA regulations, and employment law compliance.
- Proficiency with HRIS platforms (Paylocity a plus) and Google Workspace.
- Excellent communication and organizational skills with ability to handle confidential matters.
- Ability to manage competing priorities in a fast-paced school environment.
- Physical requirements: navigate a multi-story campus, prolonged desk work, occasional lifting up to 20 lbs.

Compensation and Benefits

- Salary range for this role is \$120,000-\$150,000.
- We offer a compensation and benefits package that includes fully paid employee medical, dental, vision, life insurance for employees, employer contributions toward dependent coverage, a generous retirement plan match with retirement planning support, short-term/long-term disability insurance, a flexible spending account, employee assistance program and free lunch.
- Additional benefits include professional development opportunities, tuition discounts for employees' children attending MCDS, and up to four weeks of additional paid support (coordinated with state benefits) when welcoming a new child. Eligibility requirements apply.

- In deciding whether to apply for a position at Marin Country Day School, you are strongly encouraged to consider whether your values align with the School's.
- The School does not provide employment visa sponsorship. All employees must be authorized to work in the United States as a condition of employment.

To apply, please send a cover letter, resume, and statement of education philosophy to employment@mcds.org.

Marin Country Day School is an Equal Opportunity Employer – we do not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, or sex. We welcome applications from people of color and those with experience outside the education field.