



HUMAN RESOURCE MANAGER

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9–12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, who was himself a prominent abolitionist and progressive educator, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

Position Summary

The Human Resources Manager is a key role within the school, supporting the full employee lifecycle. The ideal candidate will have at least 3–5 years of HR experience with an accomplished track record of successive increases in responsibility. This role manages a broad range of day-to-day human resource operations while also leading payroll processing and benefits administration. Working in partnership with the Chief Financial Officer and Chief People Officer, the Human Resource Manager serves as a trusted resource to employees and school leadership, ensuring compliance, accuracy, fairness, and a positive employee experience that supports a culture of excellence. Confidentiality, compassion and strong interpersonal skills are essential for this role.

Essential Functions / Responsibilities

Employee Relations & Support

- The Human Resource Manager will serve as the primary point of contact for employees ensuring that they receive professional, courteous, and timely support and service regarding HR policies, procedures, benefits, and payroll.
- Provide guidance to managers on employee relations matters, performance concerns,

workplace conflicts, and policy interpretation.

- Conduct investigations related to employee complaints and workplace issues, ensuring timely and appropriate resolution.
- Support performance management processes, including documentation and corrective action procedures.
- Promote a positive workplace culture aligned with organizational values.

Payroll Administration

- Manage and process all aspects of payroll on schedule.
- Maintain payroll records including new hires, terminations, pay adjustments, benefits deductions, garnishments, and tax withholdings.
- Reconcile payroll reports, record all aspects of the payroll to the general ledger, and coordinate with the Business Office as needed.
- Respond to employee payroll inquiries in a timely manner.
- Ensure compliance with federal, state, and local wage and hour laws.

Benefits Administration & Onboarding

- Manage benefits enrollment, changes, and terminations.
- Maintain accurate benefits records and ensure proper payroll deductions.
- Conduct new hire benefits onboarding and orientation sessions.
- Interface with and oversee 3rd party benefit relationships for payroll deduction programs and 5500 tax compliance filings. Including cash flows of a self-funded health care plan.
- Administer open enrollment processes and communicate benefit updates to employees.
- Serve as the main point of contact for the 403(B) retirement plan audit
- Ensure compliance with all federal regulations and limits for the 403(B) retirement plan and the Health Savings Account.

Leave Administration

- Administer and track leaves of absence, including FMLA, state leave programs, disability, paid family leave, and other applicable policies.
- Coordinate documentation and communication between employees, managers, and third-party administrators.
- Ensure compliance with all federal and state leave regulations.

Recruitment & Onboarding

- Support recruitment efforts including posting positions, screening candidates, scheduling interviews, and facilitating hiring processes.
- Prepare offer letters and onboarding documentation.
- Conduct new employee orientation and ensure completion of required compliance documentation (I-9, background checks, etc.).
- Partner with managers to ensure a smooth onboarding experience.

Employment Law and Compliance

- Ensure compliance with employment laws and organizational policies.
- Advise school leadership on legal developments, regulations, and professional standards.
- Conduct training and develop legal tools and resources for the entire workforce.
- Identify and implement risk avoidance and mitigation strategies.
- Research and recommend policy updates to the Employee Handbook.
- Annually review, update, and publish the Faculty and Staff Handbook.
- Prepare HR reports and analytics as needed.
- Support audits related to payroll, benefits, and compliance.

Additional Record Keeping

- Maintain employee personnel files and HRIS records with accuracy and confidentiality.
- Ensure accurate tracking and reporting of sick leave, personal days and vacation time.
- Oversee PSL program for employees.

Qualifications

Education & Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- 3–5 years of progressive HR experience, including payroll and benefits administration.
- Experience with HRIS and payroll systems required.
- Experience managing leave administration strongly preferred.
- Captive insurance program experience is strongly preferred.

Certifications:

- SHRM-CP or PHR certification preferred.

To Apply:

This position is a 12-month, full-time, exempt opening. Salary is competitive, and the employment package consists of excellent benefits, including outstanding health and dental coverage and retirement plan.

To apply, [please submit the following materials](#): a cover letter, resume, and three professional references (references will not be contacted without notifying you). Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, victims of domestic violence or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance

of a contingent offer, which includes using a third-party administrator to conduct the checks.

Core Values

Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning - one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply - who become wise, engaged, active citizens.