HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
www.horacemann.org
An Equal Opportunity Employer

Director of Human Resources
Reports to: Chief Financial Officer
Classification: Full-time, Exempt
Start Date: August 1, 2026
Salary Range: $125,000 - $225,000 based on qualifications

ABOUT HORACE MANN SCHOOL

Horace Mann School is a coeducational, college-preparatory, independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect, and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School.

In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September 2025, the School enrolls 1,823 students from 149 zip codes, primarily representing Manhattan, the Bronx, New Jersey, Westchester, and Connecticut. For 2025–26, 87% of students N–12 reported optional race and/or ethnicity information. Of that group, 60% identify as students of color, 38% identify as White non-Hispanic/Latine, and 2% identify as international. Just over 49% of our students identify as girls, 50% identify as boys, and a third group expresses a different gender identity. Approximately 17% of our current students receive Financial Aid to attend Horace Mann School.

Thirty-seven percent of School administrators, teachers, and staff members identified as a race other than white and/or as Hispanic/Latine. Over the past five years, the School has recorded a 97% annual student retention rate and a 92% annual employee retention rate. The School's most recent $125 million bricks-and-mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state-of-the-art science and physical education facilities.

POSITION SUMMARY

The Director of Human Resources oversees all aspects of employee lifecycle administration, benefits, compliance, and reporting for faculty and staff. This role functions as both a visible, employee-facing resource and an operational leader responsible for regulatory compliance, accurate payroll and benefits processing, and institutional reporting. The position requires strong organizational skills, discretion, attention to detail, and the ability to collaborate across departments, external partners, and board-level committees.

The Director of Human Resources collaborates closely with the CFO and is supported by the Assistant Director of Human Resources, the Benefits Coordinator, and the Payroll Assistant.

OUTWARD RESPONSIBILITIES

Employee-Facing & Community Engagement

Employee Support & Communication

- Serve as the primary point of contact for employee inquiries, concerns, and personnel matters.
- Respond to Head of School inquiries on personnel matters and follow up as needed.
- Manage annual benefits communications to those eligible for post-retirement benefits.
- Communicate and follow up with insurance carriers and brokers on employee coverage issues.

Recruitment & Onboarding

- Collaborate with the Head of School and Division Heads on hiring decisions.
- Manage job postings and oversee the clearance process for all new hires.
- Manage the employment email inbox and forward resumes to hiring managers.
- Issue Employment Agreements to new hires and manage the onboarding process.

Benefits Administration & Communication

- Coordinate with the Head of School and Chief Financial Officer to secure annual benefit renewals.
- Communicate updated benefits and rates on an annual basis to all employees and conduct in-person open enrollment meetings across all divisions.
- Manage the annual opening-day health fair, including vendor coordination and logistics.
- Manage and administer the Employee Assistance Program.
- Review the School's benefits program with the Faculty Compensation and Benefits Committee.
- Serve as a key liaison to the School's insurance broker, Retirement Plan representatives, and legal counsel on benefits and employment matters.
- Serve as a member of the School's Retirement Plan Committee.

Contracts & Compensation

- Collaborate with the Head of School and Division Heads to confirm staffing rosters and overages.
- Process annual Employment Agreements for approximately 430 employees and upload to individual ADP accounts. Process an additional 40 Agreements for those working summer programs.

Additional duties as assigned.

BEHIND-THE-SCENES RESPONSIBILITIES

Operational, Compliance & Strategic Administration

Payroll & Compensation Administration

- Calculate salary increases, revise salary scales, and update contract-linked salary sheets based on approved budget percentages.
- Provide salary data to the Assistant Director of HR for payroll input.
- Review and approve each bi-weekly payroll.
- Manage contracts and payroll oversight for camp and summer programs.
- Support annual 403(b) audit processes and provide info for annual filings of Forms 990 and 5500.

Benefits & Leave Management

- Coordinate with the Assistant Director of HR on open enrollment system updates and on all DBL and Paid Family Leave requests.
- File Workers' Compensation reports as needed.
- Provide data with assistance from the Benefits Coordinator for post-retirement health and bonus plan valuations.

Compliance & Legal

- Ensure compliance with applicable employment laws and monitor regulatory updates.
- Oversee fingerprinting and background clearance process and track completion of annual trainings.
- Update the Employee Handbook annually with critical care policies and current statistics. Update ADP home page with the current Handbook, Division Supplements, and benefits information.

Systems & Data Management

- Maintain and update employee records in printed and online staff directories.
- Provide new hire employee data to the Technology Department for system setup.
- Gather data for various institutional data reports and external surveys.

Strategic & Financial Support

- Update detailed salary worksheets for preliminary and final budgets.
- Support the Head of School with compensation and workforce reporting.
- Support the onboarding of a new tool for staff member evaluations.
- Provide employee counts and workforce data for strategic planning purposes.

Additional duties as assigned.

QUALIFICATIONS

- Bachelor's degree (required), Human Resources, Business Administration, or a related field preferred. Master's degree preferred.
- 5+ years of experience in HR, benefits, or payroll administration.
- Strong knowledge of employment law, ACA compliance, and retirement plan governance.
- Experience with HRIS systems; ADP preferred.
- Exceptional organizational skills and attention to detail.
- Ability to handle confidential information with discretion.
- Strong interpersonal and communication skills.
- Experience working with brokers, retirement plan vendors, auditors, and legal counsel preferred.

HOW TO APPLY

Interested candidates should submit a resume and cover letter **by May 1, 2026** to employment@horacemann.org Attention: David Roberts, CFO