American School of Dubai

REVISED DATE 09/17/2026

SENIOR POSITION

DIRECTOR OF HUMAN RESOURCES
JOB DESCRIPTION

Position Overview: The Director of Human Resources provides inspirational, innovative, collaborative, and creative thought leadership to the planning, development, implementation, and evaluation of school-wide human resource and policy functions. They develop standards and programs that impact all employees, directly safeguard the student body, and support the school's key strategic anchors and institutional commitments. They are also responsible for ensuring and emphasizing that the Human part of this position is felt at all levels of the organization and community, and have a keen understanding that these positive aspects begin in the Human Resources office. This position reports to the superintendent and will also advise the superintendent and senior leadership team on sensitive issues.

DIVISION
Human Resources

HIRING MANAGER
Superintendent

POSITION DESCRIPTION
Full Time (Two year initial contract)

KEY RESPONSIBILITIES

Recruiting, Hiring, and Engagement Processes:

- Oversee all aspects of new hire transition, including relocation and work pass processes for all employees; plan and conduct the orientation and induction program. Conversely, oversee all aspects of departing faculty and staff processes, including relocation elements for overseas hires. Maintain and improve all surrounding collateral.
- Provide hiring guidance to all supervisors, from meaningful job description writing to all steps of the interviewing process for all permanent and substitute employees.
- Coordinate all leadership team recruiting, interviewing, reference checking, and hiring processes and ensure they are consistent among all divisions and departments. Document all steps of these processes.
- Ensure that the employee community is engaged, climate is frequently monitored, and improvement solutions are implemented based on feedback.

Best Practice, Policy, and System Development

- Cultivate strategies to attract and retain the most talented, high quality, and high performing employees.
- Develop and implement annual objectives that focus on continuous improvement and align with the ASD Framework for the Future and ASD business practices.

- Possess extensive human resource experience and the capability of integrating for the improvement of ASD standards and policies.
- Understand the nuances of living and working overseas, and how it impacts human resource practices

Benefits, Compensation, and Evaluation Programs:

- Generate accurate and timely employment contracts that properly specify compensation and benefits.
- Collaborate with leadership in the implementation of evaluation and performance systems for all employeesInvestigate comparative information on HR practices in Dubai, the UAE, and similar International Schools in the NESA region and around the globe.
- Frequently monitor competitiveness of the compensation and benefits package in collaboration with the Superintendent, CFO, and other key stakeholders. Create action plans focused on meeting competitive targets for compensation, as necessary.
- Coordinate and collaborate with insurance brokers and insurers to resolve issues and ensure seamless administration of health care benefits for all employees. Conduct company evaluations.
- Collaborate with the Superintendent and CFO to ensure that all compensation/benefit packages are clearly strategized, transparently communicated, and properly budgeted for.
- Participates in all annual fiscal planning events surrounding salaries, benefits and payroll.

Data and Technology Strategy, Analysis and Implementation:

- Work with the Chief Financial Officer and Director of Technology to continuously monitor and evaluate technology developments in the industry and ensure that ASD is at the forefront of utilizing scalable and world-class HR solutions.
- Implement software systems with cross-functional team collaboration, as needed.

HR Team Development and Supervision:

- Hire, lead, and develop a world-class team of HR professionals to strategize and execute HR policy and practice. Ensure that the team always emphasizes the Human aspect of the department.
- Set goals that align with ASD's strategic anchors and conduct semi-annual team evaluations.
- Create, maintain, and oversee all aspects of personnel file documentation and storage; aligning with stated regulations and maintaining confidentiality standards.
- Develop and maintain all employee leave program criteria; keeping compliant with stated laws.
- Manage all payroll related deliverables; ensuring all employee data is submitted accurately and processed on time.
- Ensure that each member of the team is optimally equipped to socialize and support ASD's Values, Guiding Principles, and Framework for the Future objectives.
- Provide information and guidance on HR-impacting issues as changes are made in school programming and strategic initiatives.

Employee Care and Advisory:

- Ensure that the cultural/human aspect of HR extends to all employees.
- Serve as a partner to employees, with full situational understanding, recognition and awareness, sensitivity, and confidentiality.
- Collaborate with employees in a warm, compassionate, and constructive manner.
- Assist employees with adapting to evolving transitional, cultural, and institutional shifts and norms.

Partnerships and Collaboration:

- Establish and maintain a positive and collaborative relationship with KHDA (external regulatory body)) and FAAST (internal employee group), liaise with these groups to the Superintendent.
- Take lead in representing ASD in HR matters with the Dubai governing authorities (KHDA) and build positive relationship building between all entities.
- Ensure adherence with UAE labor and employment laws

SKILLS AND CHARACTERISTICS SOUGHT

- Master's degree with preference given to an advanced degree in Human Resources, Policy & Management, Educational Administration, or similar field of study.
- Extensive leadership experience in Human Resources; preferably with an organization that works with an expatriate workforce and PK-12 schools.
- Dynamic leadership that can build a comprehensive human resources program that aligns with the mission of ASD.
- Deep knowledge of budget development cycles, salary structures and payroll strategies and systems.
- Deep understanding of human and systematic components and high achievement in combining both.
- Capacity to work effectively and collaboratively with broad and diverse teams; solving complex problems and ensuring effective solutions.
- Strong project and change management skills; particularly with a focus on efficient and mature human resource systems and technologies; Prior experience with technology implementations preferred.
- A deep understanding of the unique cultural needs of an international school environment, and how that environment impacts local (country) human resource practice.
- Demonstrated experience in the implementation and management of employee performance and evaluation systems.
- Self-starter, with capability of turning ambiguous initiatives into tangible and substantive solutions.
- Well rounded and robust experience with coaching, mentoring, and professional development practices.
- Effective and successful leadership of a team in a fast-paced, multi-faceted environment.
- Excellent written and verbal communication and presentation skills.
- Proven successful experience with employee contracts, negotiations, and conflict resolution.
- Demonstrated knowledge regarding best practices in human resource administration.
- Proficiency with integrating technology and implementing data systems to support human resources functions.

- Proven commitment to sound fiscal practices, wise allocation of resources, and accurate fiscal modeling of compensation and benefit systems
- Strong interpersonal and organizational skills with highest levels of integrity and professionalism displayed at all times.
- Maintain confidentiality around sensitive issues and practice sound professional judgment.