SEACREST
COUNTRY DAY SCHOOL

Director of Human Resources

Job Description
Reports To: Head of School
Position Type: Full-Time, 12-Month, Exempt
Location: Naples, FL

Position Overview

Seacrest Country Day School is seeking an experienced, people-centric and strategic leader to serve as its Director of Human Resources. This critical role leads all institutional human capital functions, driving talent strategy while fostering a supportive, legally compliant, and high-performing workplace culture.

The ideal candidate will seamlessly balance tactical execution with strategic leadership—ensuring robust HR systems, competitive total rewards, and modern HR practices that attract, retain, and support Seacrest's most valuable asset: its faculty and staff.

Key Responsibilities

1. Talent Acquisition & Onboarding

- Partner with division heads and administrative leaders to design and execute full-lifecycle recruitment strategies for faculty and staff.
- Oversee candidate screening, background checks, reference verification, and contract/offer generation.
- Craft and facilitate an engaging, thorough onboarding experience for new hires to ensure smooth transitions and strong institutional integration.

2. Compliance, Risk Management & HR Policy

- Ensure strict institutional compliance with all federal, state, and local employment laws and regulations (FLSA, FMLA, ADA, EEOC, OSHA), including those specific to a private school environment.
- Maintain accurate, confidential personnel records and update the Employee Handbook annually to reflect evolving policies and best practices.
- Manage unemployment claims, workers' compensation programs, and workplace safety compliance in coordination with legal counsel and insurance carriers.

3. Total Rewards & Payroll Administration

- Manage employee benefit programs (health, dental, vision, life, retirement) in coordination with insurance brokers and vendors.
- Lead the annual open enrollment process and benefits orientation, and serve as the primary liaison for all employee benefits inquiries.
- Oversee salary structures, compensation benchmarking, and partner with the finance department to ensure accurate payroll processing and compliance.

4. Employee Relations & Culture

- Serve as a trusted advisor to administration, faculty, and staff, providing guidance on conflict resolution, performance management, and institutional culture.
- Design and manage annual performance evaluation systems, professional development initiatives, and corrective action plans.
- Champion workplace wellness, recognition initiatives, and belonging practices across the organization.

Qualifications & Competencies

- **Experience:** Minimum of 5–7 years of progressive leadership experience in Human Resources. Experience within an independent school, higher education, or non-profit environment is highly desirable.
- **HR Credentials:** Current SHRM-CP, SHRM-SCP, PHR, or SPHR certification required.
- **Education:** Bachelor's degree in Human Resources, Business Administration, Organizational Development, or a related field required; Master's degree preferred.
- **Interpersonal Skills:** Exceptional emotional intelligence, active listening, and coaching abilities, with a proven track record of handling sensitive personnel issues with empathy, objectivity, and absolute discretion.
- **Technology Proficiency:** Direct experience utilizing Human Resources Information Systems (HRIS) for payroll, benefits enrollment, performance tracking, and applicant tracking software (ATS). Working knowledge of Microsoft Office products, including Word, Excel and PowerPoint.

Compensation & Benefits

Seacrest Country Day School offers a highly competitive salary commensurate with experience, alongside a comprehensive executive benefits package including health/dental/vision insurance, an attractive retirement match, and tuition remission opportunities.

To Apply

Interested candidates should submit a comprehensive cover letter outlining their human resources leadership experience, a current resume, and a list of three professional references to **hr@seacrest.org**.

Seacrest is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against any applicant or employee based on any legally protected characteristics, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, sexual orientation, gender identity, transgender status, age, pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship or immigration status, physical or mental disability, genetic information (including testing and characteristics), marital status, HIV or AIDS (actual or perceived) or based on sickle cell trait or testing or any other category protected by federal, state or local law (collectively, "protected characteristics"). Seacrest's commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.