



Interim Director of Human
Resources Services
Request for Proposals
October 2026

Goal

The [Environmental Charter School](#) (ECS) seeks a Human Resources consulting firm to provide interim Director of Human Resources services for the period of approximately 3–5 months. The selected firm will maintain ECS’s current, day-to-day Human Resources operations while simultaneously assessing the ECS’s Human Resources functions, systems, and capacity. The selected firm will make recommendations and support the transition to a new leader.

OUR MISSION AND VISION

The mission of ECS is to educate each student to high academic standards using innovative curricula that will foster knowledge, love of, and respect for the environment and preserve it for future generations. **We grow citizens.** Our vision is that every ECS graduate will be an actively engaged citizen driving thoughtful change in the world around them.

ECS combines academic rigor with a multi-disciplinary, “out-the-door” learning approach rooted in real-world problem-solving. Using environmental literacy and an innovative curriculum, students progress from play, wonder, and curiosity in the primary grades to agency and advocacy in middle and high school, growing into active, engaged, empathetic citizens who are critical thinkers and purposeful agents of change.

OUR CORE VALUES

Environment: We commit to environmental education and responsibility as a guiding criteria for every decision.

Equity: We prioritize equity, inclusivity, and diversity across all facets of our organization so that every individual is empowered to thrive.

Collaboration: We work in collaboration with each other and our community – with a generosity of spirit – in ways that build trust and extend compassion toward others.

WORKING AT THE ENVIRONMENTAL CHARTER SCHOOL

Our 2024-2027 strategic framework commits ECS to five priorities: reinvigorate teaching and learning; energize teachers, staff, and our community; renew family engagement and support; foster community connections; and launch visibility and thought leadership. Human Resources is central to the second priority – that **teachers and staff will experience ECS as a best place to work** – and to our Team Health and Performance outcomes including that all staff will thrive together in a positive and productive culture, where everyone contributes to the mission. Currently, we measure our progress through indicators such as staff satisfaction and pride, safety and inclusion, commitment and support, retention, and the experience of new and departing staff, and we expect Human Resources to help us understand and improve every one of them.

Scope of Work

The [Environmental Charter School](#) (ECS) seeks a Human Resources consulting firm to provide interim Director of Human Resources services for the period of approximately 3–5 months. The selected firm will maintain ECS's current, day-to-day Human Resources operations while simultaneously assessing the ECS's Human Resources functions, systems, and capacity. The selected firm will make recommendations and support the transition to a new leader.

I. Interim Director of Human Resources

The selected firm will perform the core duties and has the authority normally delegated to the Director of Human Resources.

A. Leadership and advising

- Serve as the senior Human Resources advisor to the Chief Executive Officer and senior leadership team
- Prepare Human Resources reports for the Chief Executive Officer and as requested
- Supervise and support the existing Human Resources staff

B. Employment

- Manage the recruitment and hiring process for exempt and nonexempt employees and interns using standard best practices and procedures
- Conduct recruiting planning meetings and support the overall efforts
- Oversee open searches, job postings, offers, background checks/clearances and certification tracking
- Run new-hire onboarding and required paperwork

C. Employee Relations

- Advise supervisors on performance, discipline, terminations and other related matters
- Receive and manage complaints; conduct or oversee workplace investigations
- Handle accommodation and leave requests, e.g. FMLA, ADA, workers' compensation
- Ensure compliance with the existing collective bargaining agreement and any that are finalized during the period of this contract and submit quarterly reports to the bargaining unit(s)

D. Compensation/Benefits

- Partner with the ECS Finance Department in administering compensation and payroll
- Oversee benefits administration and employee inquiries; serve as broker/vendor contact

E. Compliance

- Maintain compliance most immediately with the Pennsylvania School Code and related regulations as well as with federal, state and local employment law and required filings and postings, including serving as Title IX Coordinator

- Track required certifications, clearances and trainings; maintain personnel files
- Interpret and apply current policies and the employee handbook

F. Cyclical Work

- Lead any contract/renewal, benefits open enrollment and annual ACA submission process, year-end Human Resource tasks or other activities that fall during the term of the Interim Director of Human Resources services contract

II. Human Resources Assessment

The selected firm will assess current Human Resources operations and determine if ECS is meeting baseline legal requirements and compare overall performance to best practices for similarly positioned schools and organizations. The assessment will include at minimum a review of:

A. Compliance

- Policies, handbook, required postings, personnel files, clearances and record retention

B. Core Functions

- Hiring, onboarding, offboarding, evaluations, leave and employee relations

C. Compensation and Benefits

- Pay structure, internal equity, market competitiveness and benefits cost and value.

D. Human Resources Technology

- HRIS, payroll, applicant tracking and timekeeping systems; data quality; integration and manual workarounds

E. Human Resources Capacity

- Roles, workload and the recommended configuration of the Human Resources Department

F. Culture and retention

- Turnover/Retention trends, exit data, engagement and training/development

Interested firms should submit proposals that include:

- A cover letter with the firm's name, address and primary point of contact all signed by someone authorized to submit proposals
- An explanation of the firm's qualifications including relevant experience with K-12 charter schools in Pennsylvania
- A list of key personnel, their roles, qualifications and resumes
- A plan for how the work will be performed and the timeline for deliverables
- A detailed explanation of the fees associated with the proposal as provided

Proposals should be submitted patrick.dowd@ecspgh.org **no later than 5:00pm on Tuesday, October 27, 2026.**