**POSITION**

Position: Director, Human Resources

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<td>✒ Salary</td>
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**Reporting Relationship:** Reports directly to Assistant Head of School for Finance and Operations

**ORGANIZATIONAL BACKGROUND**

From the top of Mount St. Alban, St. Albans School looks up to the Washington National Cathedral and out to the United States Capitol. Our location serves as an embodiment and constant reminder of the School’s motto: Pro Ecclesia et Pro Patria, for Church and Country. The school was established in 1909 by the Protestant Episcopal Cathedral Foundation. Our mission is to prepare boys in grades 4 through 12 to develop and use their spiritual, intellectual, artistic, and physical gifts not for themselves alone, but in service of the greater community. As an Episcopal school, we welcome and embrace boys of all faiths and backgrounds to this caring community that learns, prays, plays, sings, and eats together. We are committed to a diversity among students, faculty, and staff that shapes and enriches our shared experiences.

As part of the Protestant Episcopal Cathedral Foundation (PECF), St. Albans, the Cathedral, the National Cathedral School, and Beauvoir benefit from strong ties and collaboration.

**DESCRIPTION**

Reporting to the Assistant Head of School for Finance and Operations, the Director, Human Resources is responsible for full-cycle human resources (HR) management for staff and faculty at St. Albans. This position provides expertise and support of all HR functions, including recruitment and retention, compensation, benefits, employee relations, performance management, training, onboarding/offboarding, employee recognition, and time and leave reporting. The Director, Human Resources will utilize solid business acumen and have a high level of expertise to properly apply HR policies and procedures within the School to ensure compliance with all applicable local,
state, and federal regulations. Working with Faculty Affairs, the Director, Human Resources will assist in providing guidance for recruiting and professional development for faculty. The Director, Human Resources acts as a partner to the senior administration group, helping promote the St. Albans culture and focusing on diversity, equity, and inclusion in employment practices.

Specifically, areas of responsibilities will include:

- Maintaining a friendly, confidential, and helpful atmosphere for faculty and staff, acting as the go-to resource for all HR matters;
- Promoting a culture of diversity, equity, and inclusion in employment practices;
- Managing recruitment of employees to include full-time, part-time, exempt, non-exempt, seasonal, faculty, and staff, with a focus on organization structure for right size and right fit;
- Ensuring position descriptions are properly documented and maintained for compensation benchmarking, accountability, and compliance;
- Coordinating the recruiting process for new employees, including the advertising of positions, reviewing resumes, arranging and assisting with interviews, checking references, communicating, and updating the organizational chart;
- Managing the employee onboarding experience including maintaining documentation and coordinating payroll and benefits, facility and system access, background checks, and mandatory training;
- Developing and maintaining a compensation structure that aligns with best practices, is competitive in the market, and meets Board priorities for compensation expectations;
- Participating in the ongoing review of compensation structures and annual increases for cost of living, including managing the annual employee contract process;
- Coordinating with personnel responsible for payroll administration to ensure proper execution of compensation and employment contracts;
- Acting as the primary liaison with the PECF for benefits administration, including providing analyses and recommendations of appropriate benefit offerings and levels for competitive total compensation;
- Managing the offboarding experience, either from voluntary or involuntary separation, including coordinating payroll and benefits, facility and system access, and exit interviews;
- Promoting a system and process to manage time and attendance and coordinate and track leave;
- Managing and maintaining all employee documentation, including employee contracts and records, performance development plans, absences, length of service recognition, and written documentation of warnings;
- Maintaining personnel files to answer inquiries such as employment verifications, employee reference letters for teaching certificates, and fingerprint validity;
- Managing and maintaining a catalog of training and professional development opportunities, both mandatory and optional, for faculty and staff, leveraging appropriate funding and resources available;
Managing training and maintaining documentation to ensure compliance with critical risk areas including but not limited to child safety and welfare, discrimination, and sexual harassment;

Understanding local, state, and federal regulations in the area of HR management and ensuring appropriate compliance;

Facilitating the resolution of issues as they pertain to employee relations, including conducting personnel investigations as necessary and documenting evidence-based reports of such meetings, complete with resolutions, and providing follow up support where necessary;

Developing and managing an Employee Recognition Program to include compensation and other recognition as appropriate;

Developing and managing an employee engagement and performance management system, correlated to annual merit increases as appropriate;

Developing policies and procedures to maintain proper HR operations;

Collaborating with leadership as to the drafting, review and updating of HR policies and procedures to include the Employee Handbook and Code of Conduct;

Participating in state and school accreditation processes that require business and HR policies and documentation;

Staying current on changes to employment laws and applicable payroll, employee benefit, and human resource policies and procedures;

Attending functions in support of the School community;

Providing HR business support and advice and identifying trends for the continual improvement of the organization; and

Providing services centered on enhancing the workplace experience through mentoring, and coaching, career planning, productivity, and retention of existing workforce.

The position may perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

**SUPERVISION EXERCISED**

For the purposes of management, performance assessment, and span of control, the Director, Human Resources directly supervises:

- N/A

**PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

**Experience:** A minimum of 8 years of relevant experience

**Education:** Bachelors degree required; Master degree preferred

**Certifications:** SPHR, SHRM-SCP preferred
Preferred Qualifications:

- A Master’s degree in school administration, business, human resources, or a related field;
- Extensive experience in full-cycle HR management, including recruitment, employee engagement and performance management, benefit design and implementation, compensation programs and models, HR operations and processes, and employee relations;
- Demonstrated ability to manage organizational dynamics within an academic environment;
- Devoted to achieving an organization’s goals and making a difference with tailored solutions and continuous process improvement;
- Experience with HR information systems, including report development and analyses;
- Experience with policy and procedure development and implementation of best practices;
- Ability to own end-to-end processes, providing high levels of customer service and solutions;
- Ability to independently plan, organize, and coordinate multiple tasks;
- Demonstrated strategic skills in short- and long-term planning and facilitation and collaboration;
- Ability to negotiate, mitigate conflict, and build alliances;
- Experience managing people and teams to achieve desired results;
- Creative, innovative, and strategic thinking ability;
- Excellent oral and written communication skills;
- Analytical, organizational, interpersonal, and cross-cultural skills;
- Ability to work efficiently and quickly under pressure;
- Sensitivity for and understanding of academic disciplines and issues;
- Ability to work with faculty, staff, and professionals to promote diversity, equity, and inclusion in the workplace.

PERSONAL CHARACTERISTICS

This position requires an individual with the following characteristics:

- Commitment to St. Albans School’s values;
- Good character, kindness, and an open heart and mind;
- Integrity and honesty, with the highest ethical standards to choose the hard right over the easy wrong;
- Personally accountable; assumes ownership, control and accountability for all areas of responsibility and commitments made to others;
- Accessible and responsive; serves others through collaborative problem-solving and openness to new ideas;
- Passionate, collaborative, strategic, and smart with a hands-on, roll-up-the-sleeves orientation;
- Strong team player with high EQ, making it a key priority to develop strong relationships with faculty and staff at all levels at the School;
• Invests the time to be a visible, engaged and engaging presence on campus;
• Ability to establish trust and credibility;
• Flexible and receptive to change;
• A positive “can-do” attitude.