



JOB DESCRIPTION

POSITION: Director of Human Resources

REPORTS TO: Superintendent

DUTY DAYS: 12 Months

EMPLOYEE STATUS: Exempt

HOURS: 7:30 AM - 4:00 PM (some evenings or weekends may be required)

JOB SUMMARY

- Accountable to the Superintendent in overall management of the district's human resources functions.
- Accountable for the strategic planning and implementation of human resources programs to include professional and auxiliary staffing, wage and salary administration, leave administration, employee relations & records, benefits, and unemployment claims.
- The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.
- The ideal candidate should possess a high work ethic, excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking abilities, strong organizational skills, and excellent interpersonal skills. The HR director should improve HR processes, implement strategies that support business growth, improve morale and employee retention, enhance safety and wellness, strengthen relations between staff and employers, manage job satisfaction, attract the best recruits, and promote the organization's values.

JOB REQUIREMENTS

- Preferred Profile - Ideal Candidate will possess Bachelor's and Master's degrees in a liberal arts field as well as extensive experience managing personnel, budgets, processes, and records in a classical school or school network.
- Minimum Requirements - Bachelor's degree in human resources or equivalent, Master's preferred, three years of experience in human resources management or a similar field.
- Human Resource Certifications Preferred

RESPONSIBILITIES AND DUTIES

Duties for the HR director will include supervising HR personnel, dealing with employee grievances and disputes, supporting employee development, enhancing job satisfaction, continually improving onboarding procedures, implementing HR strategies that support business objectives, forecasting staffing needs, mitigating risk, structuring benefit packages, maintaining employee records, managing budgets, and overseeing overall employment needs.

- Direct the day-to-day operations of the human resources department, including planning, development, coordination, and evaluation of operations and implementing department goals and objectives.
- Ensure district compliance with federal and state laws and regulations.
- Assist in implementing a plan for addressing HR training needs throughout the district and develop and plan training programs to meet the established regulations.
- Support efforts to work with Heads of School and other administrators to forecast staffing needs and develop staffing plans. Provide continued improvement for screening and selection process for all applications.
- Establish and maintain relationships with the careers offices of liberal arts-oriented colleges and universities, as well as key academic departments (Math, English, Classics, History, Biology, etc.).
- Facilitate Division Heads' and Headmasters' (and/or their representatives') attendance at relevant jobs fairs and conferences
- Maintain a system for new employees to acquire appropriate information, support, and training necessary for success on the job. Oversee and manage the district's compensation program.
- Collaborate with admin to review and write job descriptions.
- Provide oversight of the district's leave, health insurance, optional employee benefits, worker's compensation, and unemployment compensation benefit programs including overseeing relationship and insurance vendors and third-party administrators.
- Oversee the substitute system
- Take a proactive role in identifying and responding to employee issues; work in collaboration with school leadership to ensure preemptive and effective employee communications.
- Assist Superintendent with analysis and decision-making process regarding personnel problems and/or other related policy issues.
- Support personnel records management and help ensure compliance with the state records management program.
- Compile, maintain, and file all reports, records, and other documents as required.
- Stay abreast of current research and best practices in human resources management and development in educational and non-education related settings, and submit adjusted plans, policies, and procedures accordingly to the Superintendent for approval.
- Stay abreast of HR policies, including compensation, at peer organizations.
- Routinely identify areas in which HR processes can be improved, reducing stress and workload. Present proposals for change and, if approved by the Superintendent, create a plan and implement the proposed changes.
- Manage the workload of the HR team, adapting to the changes and needs of the department.

Superintendent

Applicant

Date

Aristoi Classical Academy is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or ability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.