



## Job Description

**Job Title:** HR Director  
**Reports to:** Head of School  
**Department:** Human Resources

**Position Type:** Full-Time -  
Exempt  
**Work Hours:** 7:30-4:00 (M-F)

### Job Overview:

Reporting to the Board of Directors, the Director of Human Resources is responsible all aspects of the school's human capital strategies including compensation, employee relations, staffing and retention, benefits, compliance, employee engagement, on boarding and performance management. The Director of Human Resources advises the Board and BHA's leadership team on all matters concerning human resources management.

### Duties and Responsibilities:

- Collaborate with Department Heads regarding job openings, job fairs, screening candidates and the total selection and on-boarding process.
- Collaborate with third party healthcare brokers and vendors regarding benefits regarding employee benefits. Work with Finance and Operations on pricing and plan strategies for Board approval.
- Conduct open-enrollment seminars for employees.
- Administer employment contracts.
- Conduct salary surveys and maintain salary structure.
- Conduct internal salary analysis to ensure pay equity.
- Regularly review and maintain Employee Handbook.
- Create and analyze employee metric regarding retention, turnover rates, employee satisfaction and engagement.
- Collaborate with Finance Department regarding employee changes for payroll purposes.
- Maintain update policies and procedures based on any new regulatory requirements,
- Ensures plans are administered in accordance with federal and state regulations.
- Identify and recommend employee training needs.

### Required Skills and Abilities:

- Demonstrated knowledge of employment laws.
- Excellent organizational skills, with an ability to prioritize important projects
- Excellent interpersonal skills.
- Excellent written and verbal communication skills.

- Strong analytical and problem solving skills.
- Demonstrated knowledge and understanding of insurance regulations, plan designs and third party record keeping/administration required.
- Thorough knowledge of COBRA, ERISA, FMLA and related state and federal regulations.
- Ability to develop and conduct presents.
- Ability to identify and training needs.
- Demonstrated ability to handle confidential information and maintain confidentiality at all times.
- Demonstrated high emotional intelligence, ability to handle chaotic situations and remain calm.

**Education and Experience:**

- Bachelor's Degree in Human Resources Management or related field, Masters' Degree, preferred.
- At least seven years experience directing all disciplines within human resources in a school, nonprofit or business environment.
- HR Certification, required

**Physical Requirement:**

- Prolong periods of sitting at the desk and working on a computer.