Position Description

Job Title: Human Resources Manager

St. Catherine's School is an Episcopal day school in Richmond, Virginia, founded in 1890 enrolling 946 girls age 3 through grade 12. Located on a 16-acre campus in the western part of the city, St. Catherine's core values include pursuing academic excellence, developing character, nurturing spiritual growth, celebrating individuals, and building community.

St. Catherine's School provides a rigorous education that prepares girls with diverse perspectives for a lifetime of learning, leadership, and service in a global community.

POSITION OVERVIEW

The Human Resource Manager will lead and direct the functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing St. Catherine’s (School) and Church School in the Diocese of Virginia (CSDV) policies and practices.

Supervisor: Head of School; CFO

Position Status: Salaried, exempt, full-time, regular, 12-month

Hours of Work: Standard work week. Evening and weekend work may be required.

Duties/Responsibilities

- Partners with the Head of School, the CFO, and the leadership team to design and execute the organization’s human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages the talent acquisition process, which may include sourcing, interviewing, and the hiring of qualified job applicants; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
● Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise.
● Conducts employee disciplinary meetings, terminations, and investigations as needed.
● Professional experience and a personal commitment to initiatives related to diversity, access, equity, and belonging.
● Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
● Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
● Assures compliance with school’s retirement plan.
● Files and follows up on all workers compensation claims, FMLA, etc.
● Compiles and enters survey data for NAIS, VAIS, NBOA.
● Performs other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

● Excellent verbal and written communication skills.
● Excellent interpersonal, negotiation, and conflict resolution skills.
● Excellent organizational skills and attention to detail.
● Strong analytical and problem-solving skills.
● Ability to prioritize tasks and to delegate them when appropriate.
● Ability to act with integrity, professionalism, and confidentiality.
● Thorough knowledge of employment-related laws and regulations.
● Proficient with Microsoft Office Suite, Google Docs, Workable and other software.
● Proficiency with or the ability to quickly learn the organization’s Human Resource Strategy.
● Support the School Business Office members with regard to job duties, audit preparation and cross training.
● Interest in coaching a sport or leading a co-curricular activity is desired.

Education and Experience

● Bachelor’s degree in Human Resources, Business Administration, or related field required.
● A minimum of five years of human resource management experience preferred.
● SHRM-CP or SHRM-SCP and other HR certifications are a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to sit; stand; walk; use hands to manipulate, handle and feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and crawl; talk and hear; engage in moderately strenuous physical activity both indoors and out; and smell. Prolonged periods of sitting at a desk and working on a computer. The employee must be able to lift 15 pounds at a time. Must be able to access and navigate each department at the organization’s facilities.
Occasional travel may be required.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

St. Catherine’s School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. St. Catherine’s School is committed to providing an inclusive educational environment. We actively engage students, families, faculty and staff from diverse backgrounds and experiences. Our School community respects the differences in ethnicity, race, religion, sexual orientation and socioeconomic status. Consistent with the School’s mission, St. Catherine’s fosters in our students, and experts from all others, respect for the dignity and wholeness of every person. For more information about the school’s Access, Equity and Belonging please follow this link https://www.st.catherines.org/about/access-equity-and-belonging.

BACKGROUND CHECK STATEMENT

Each employee’s employment and continued employment is contingent upon the authorization for and completion of a successful background check – in the School’s ultimate opinion. The background check may involve criminal, credit, abuse and neglect and/or driving records. The School may request authorization for a background check at any time. Failure to authorize the School to conduct a background check may result in an applicant not being considered for a position and an employee to be terminated. As a result of their contact with students, employees may also be required to provide proof of vaccination for COVID-19 in accordance with the school’s COVID-19 vaccine mandate or request an accommodation.

Note: This position description has been designed to indicate the general nature and level of work to be performed by employees within this classification. This position description should not be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position. Nothing contained in this position description restricts St. Catherine’s School’s right to assign or reassign duties and responsibilities to this position at any time.

To apply for this position, click here https://apply.workable.com/st-catherines-school/j/21F8282CGF/.