



JOB DESCRIPTION FOR HUMAN RESOURCE DIRECTOR 2021-2022

CLASSIFICATION: Exempt

REPORTS TO: Chief Operating Officer

DATE: January 7, 2021

Purpose

This position is directly responsible for the overall administration of the human resources (HR) function for Geneva School of Boerne (“School”), and as such, provides direction to management and carries out responsibilities for all aspects of human resources in an HR office of one for approximately 160 employees.

Summary

The Human Resources Director is an *HR office of one* for 160 employees, with additional support from the Payroll and Benefits Administrator. This position is expected to perform according to ethical and professional standards as stated by Human Resources Certification Institute (HRCI) and the Society of Human Resource Management (SHRM). This includes engaging in all employment lifecycle events, such as talent acquisition, onboarding, growth and development, engagement/retention and separation; supporting and advocating for employee well-being and relations; monitoring and advising management on legal compliance; managing employee health, welfare and retirement plans; evaluating and administering the compensation plan; recommending and communicating policies and procedures; and serving as the School’s representative for local, state and federal programs and processes. The HR Director acts as an advisor and resource to the Head of School, the Chief Operating Officer (COO), the division heads, and individual employees.

Supervision Received and Exercised

The employee acts independently to achieve the purpose of the HR Office. The HR Director receives direction from the COO, and may receive input from subject matter experts and legal counsel in specific areas of HR.

Work Schedule

This is a 40 hour/week, year-round position. In general, the workday is 7:30 a.m. to 4:00 p.m., five days a week. However, as an exempt employee, the employee is expected to work beyond the workday to perform duties outlined in the job description and as assigned. During the summer months, the workday may be reduced as the workload allows.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions	Percentage of Time Spent
<p>Spiritual Leadership</p> <ul style="list-style-type: none"> • Study the Bible, God’s only written Word • Skillfully articulate the personal/ethical implications of a lifelong faith commitment • Measure knowledge against the standard of God’s revealed truth in Scripture • Actively participate in the explicitly religious components of the student and community programs • Demonstrate an overt commitment to the life of a church and its core traditions • Respect the School’s Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the office • Be a positive role model for students by supporting the School’s Statement of Faith • Perform duties as a minister and steward of the Christian faith 	<p>These job functions are performed concurrently with those listed below.</p>
<p>Employment Lifecycle Events</p> <ul style="list-style-type: none"> • Job Development <ul style="list-style-type: none"> • Conduct job analyses for new positions • Work with Division heads and employees, to develop and maintain accurate job descriptions and job performance evaluation tools • Talent Acquisition <ul style="list-style-type: none"> • Develop and continuously improve employee selection process, to include procedures, job posting templates, media selection, application process, review and referral methods, correspondence with candidates, etc. • Ensure job postings are accurate and timely • Serve as the primary point-of-contact for all resumes and applications for employment, responding to each applicant promptly, maintaining a database of active applications and resumes for division heads, and tracking each applicant’s progress through the employment process • Review employment applications and contact references as an initial screening (as requested by hiring manager) • Onboarding <ul style="list-style-type: none"> • Begin onboarding process for new employees, to include employment packet, benefit counseling, compensation and leave overview, child abuse awareness and anti-sexual harassment training, background check, etc. • Participate in the new employee orientation training and the new coaches in-service workshops 	<p>30%</p>

Essential Job Functions	Percentage of Time Spent
<p>Employment Lifecycle Events (continued)</p> <ul style="list-style-type: none"> • Growth and Development <ul style="list-style-type: none"> • Provide research, training opportunities, tools and other support to coaching/mentoring program leadership • Administer approved professional development initiatives • Document Teacher Academic Grants, Paideia Award recipients, and other professional development or employee performance awards • Engagement/Retention <ul style="list-style-type: none"> • Help craft a balanced total reward program which includes compensation, benefits and professional development and growth opportunities to motivate and engage employees • Evaluate and monitor the School's compensation plan and incorporate into the annual personnel budget • Working closely with the COO and Director of Accounting, prepare the detailed, line-item personnel budget component of the School's annual budget • Work with School's labor attorney to update employment contracts, offer letters, and letters of reasonable assurance on an annual basis • Prepare new and renewing employment contracts and letters of agreement, updating HRIS and internal data base to reflect changes • Coordinate with the Payroll Administrator to reconcile all employee, compensation and benefit adjustments are reflected in payroll accurately • Separation <ul style="list-style-type: none"> • Conduct exit interviews • Counsel employees on benefit and retirement program options, e.g, COBRA, Marketplace, Social Security/Medicare advisory services, 401(k) retirement services, etc. • Provide direction for return of School property, transfer of data from OneDrive, HRIS access post-employment and any other information needed • Notify departments impacted by termination 	
<p>Employee Well-Being and Relations</p> <ul style="list-style-type: none"> • Counsel employees on employment-related matters • Serve as an employee advocate with Administration • Act as a resource to Head of School, COO and Division Heads to assist them with personnel topics • Consult with peers and/or legal counsel as appropriate, or as directed by the Head of School or COO, on employment law, contracts, Letters of Reasonable Assurance, Employee Handbook revisions and personnel issues • Ensure employer/employee documentation is prepared promptly, accurately and professionally, is communicated and executed appropriately, and filed in a secure location 	15%

Essential Job Functions	Percentage of Time Spent
<p>Compliance</p> <ul style="list-style-type: none"> • Manage the School's compliance with local, state and federal employment, health, welfare and retirement legislation <ul style="list-style-type: none"> • Comply with all current regulations and statutes affecting human resources • Monitor industry trends and employment law, whether enacted or proposed • Maintain knowledge of employment law best practices and make recommendations to the COO • Review and make recommendations to the COO for updates and improvements to the policies, procedures and practices in the Employee Handbook • Maintain HR information system (HRIS) that meets School and compliance needs • Maintain compliant employee personnel, payroll and benefits records • Prepare records, reports and submissions for state and federal reporting requirements, e.g., TWC, ERISA, EEOC and CMS 	30%
<p>Employee Benefits</p> <ul style="list-style-type: none"> • Manage employee health, welfare and retirement plans, including life, health, health savings account, health reimbursement account, short- and long-term disability, identity theft protection plan, workers' compensation, unemployment compensation, and 401(k) retirement plan <ul style="list-style-type: none"> • Advise COO on trends in compensation and benefits, and work to enhance both as the budget allows • Counsel and advise employees on benefits, as needed, referring complex or difficult cases to broker • Coordinate with third party providers and administrators to ensure employee enrollments, terminations, benefit selections, effective dates, premiums, deductions, fund selection, etc., are accurate and current • Serve as the liaison for the annual 401(k) audit and related filings • Approve benefit invoices for payment • Manage annual benefit open enrollment <ul style="list-style-type: none"> • Work with outside brokers to review the School's benefit offerings for compliance, coverage and cost • Communicate changes to employees • Arrange for on-site provider representation and materials • Conduct employee presentations • Assist the Payroll & Benefits Administrator in the set-up any new plans in HRIS/Payroll system • Process, with Payroll Administrator, individual enrollment changes internally and with benefit providers 	25%

Essential Job Functions	Percentage of Time Spent
<p>Employee Benefits (continued)</p> <ul style="list-style-type: none"> • Work with the Payroll Administrator to balance payroll deductions against benefit selections and paid time-off accruals each biweekly payroll • Serve as the ACA, COBRA, FMLA and ADA administrator for the School • Represent the School in any unemployment or workers' compensation claims 	
<p>Professionalism</p> <ul style="list-style-type: none"> • Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude, and attention to duties • Present a consistent and reliable demeanor to parents, students and colleagues • Collaborate with staff, co-workers, and administration in a cooperative, professional atmosphere • Accept constructive feedback to affect personal and professional growth • Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations Attend and participate in administrative meetings and staff development activities, as required • Comply with the policies in the Geneva School Employee Handbook • Perform other duties as assigned 	<p>These job functions are performed concurrently with those listed above</p>

Minimum Requirements

- A disciple of Jesus Christ and as such, one who models a love for God through obedience to His Word; such obedience is evidenced through convictions, lifestyle and worldview.
- A full and unreserved supporter of the School's Statement of Faith
- A person who has strong interpersonal skills, with a genuine interest in working with people
- Bachelor's degree in Human Resources or a related field
- Five (5) years of experience as an HR Generalist

Required Abilities

- Exhibit consistent Christian maturity
- Independently plan and efficiently manage HR functions
- Demonstrate commitment to the well-being of others
- Exercise wisdom, diplomacy and integrity while maintaining a high level of professionalism
- Maintain highest level of confidentiality in all matters relating to staff, students and families
- Take independent action where required and handle unique problems
- Work effectively with a service-oriented attitude in a busy office setting subject to frequent interruptions
- Communicate clearly and concisely, both orally and in writing
- Meet pre-set deadlines with high degree of accuracy
- Establish and maintain effective working relationships

- Understand, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs
- Make decisions in emergency situations with or without the input of the Headmaster
- Know and understand safety procedures including training in first aid and CPR

Required Technical Abilities

- Experience with HRIS
- Proficient in MS Excel, Word and Outlook
- Type at a speed necessary for successful job performance

Preferred Experience and Abilities

- HR Generalist with expertise in talent acquisition and employee engagement/retention
- Master's degree in HR or related field
- Professional certification through HRCI or SHRM
- Work experience in a non-profit organization or independent school
- Familiarity with Paycom

Work Environment

- Office on open school campus

Physical and Mental Requirements

- Work at a desk for extended periods of time
- Use a desktop computer for extended periods of time
- Close visual acuity for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Speaking: expressing ideas by means of the spoken word to convey instructions to students, parents and other employees
- Occasional lifting of 5 to 20 pounds
- Ability to access other school classrooms and offices on campus
- Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.