Job Title: Director of Human Resources
Location: Brentwood Academy
Type: Full time/ 12-month
Start Date: Immediate
Reports To: Brentwood Academy Head of School

Profile of a Brentwood Academy Employee

Brentwood Academy faculty and staff are passionate learners and leaders of learning in their classrooms and departments. We exemplify Christ, see each person as unique and valuable, and creatively draw students, through inquiry into a deep and inviting conversation about the intersection of our subject matter and how God has made us – body, mind, and spirit. We implement well-planned student learning through a biblical worldview by employing a wide variety of instructional activities in response to students' varying needs and interests. We provide a rigorous curriculum and foster a deeply supportive academic environment for students to grow through developmentally appropriate learning experiences.

Job Summary

BA is looking for an experienced, detail-oriented human resources professional to lead the human resources function at the school. Using a collaborative approach, the director will provide analysis, design, development, and implementation of human resource systems and services. This includes long-range planning, policies and procedure development, programs covering employment, compensation, benefits, performance management, employee relations, recruiting and retention, managerial training, and compliance with all applicable federal, state, and local laws. The HR Director, in collaboration with the CFO/HOS/Division Directors, will develop organizational strategy and objectives relating to the School's Human Resource functions.

Key Responsibilities

Staffing

- In collaboration with leaders and other team members, develop an appropriate attraction and recruitment strategy for open positions
- Review compensation surveys, market data, and internal pay to ensure compensation is competitive
- Attend career fairs to represent Brentwood Academy as an employer of choice
- Develop and maintain job descriptions for all positions in collaboration with department and division heads
- Create employment contracts for new and returning employees
- Oversee the hiring and onboarding process for all positions

- Develop, maintain, and coordinate the performance evaluation process across all employees
- Ensure that the performance management program is implemented across all departments and verify that records are maintained
- Work collaboratively with members of leadership and applicable parties to resolve employee conflict as directed by the Head of School

Payroll and Benefits Programs

- Oversee all aspects of payroll to ensure payroll process is accurate while maintaining appropriate internal controls
- Coordinate and ensure compliance with programs affecting payroll and benefits
- In accordance with the CFO, administer all aspects of benefit plans including selection of broker products/services, vendor management, plans and plan design, employee communications, and compliance audits/programs
- Administer all aspects of the 403b retirement plan including enrollments, payroll contributions, funding of accounts, and plan compliance
- Oversee the tracking and maintenance of paid time off benefits
- Manage all worker's compensation claims, compliance, and annual audit reports
- Review and recommend enhancements to existing benefits programs which would improve current offerings
- Perform month-end closing duties for payroll and benefits accounts
- Monitor accounts to ensure salaries are within budget and recorded accurately
- Ensure funding is remitted for monthly 403b and Health Savings Account transactions

General HR Services and Compliance

- Monitor that all policies, programs and plans are administered in accordance with federal and state regulations and ensure that plan provisions are followed
- Monitor compliance and reporting for EEOC, E-Verify, and other state/federal compliance programs
- Educate employees and/or deliver training materials on matters of compliance and benefits
- Develop and/or recommend updates to general policies and contents of the Employee Handbook
- Manage, implement, and maintain all features of the HRIS system
- Collect, report and disseminate HR data as require
- Perform additional general HR administrative functions as requested/needed

Required Qualifications

- BA/BS or equivalent in a business administration, HR, or related field
- Five years of complex human resource management experience
- Experience with HRIS systems, Paylocity preferred
- Ability to model professionalism, ethical leadership, and adherence to school rules and policies
- Ability to maintain confidentiality
- Organizational skills, ability to effectively manage multiple tasks as well as the flexibility to meet job requirements beyond the school day and the school year
- Excellent verbal and written communication skills, ability to communicate complex information in a clear manner

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed in an office environment. Must have the ability to sit at a computer and keyboard for substantial periods of time and mobility sufficient to move about the campus, to include climbing stairs.

The Characteristics of a Brentwood Academy Staff Member

- Is Christ-centered and biblically literate
- Understands, embodies, and cultivates an understanding of each whole person – body, mind, and spirit – to the glory of God
- Is a consummate professional
- Is intentionally relational
- Is an effective communicator, both orally and in writing, with students, parents, colleagues, and other professionals in a timely manner
- Is a collaborative and unifying team-player