



# SERVITE HIGH SCHOOL

## DIRECTOR OF HUMAN RESOURCES – JOB DESCRIPTION

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**Reports To:** Vice President of Mission & Operations  
**Position:** 12 month, Full Time, 40 hour, Exempt

**Duties and Responsibilities:** Administering and communicating various Human Resources procedures for all school personnel as follows:

**HR Core duties and responsibilities include:**

- Represents the company on any wrongful termination or unemployment claims.
- Prepares contracts and employment agreements for all new employees.
- Prepares contracts and employment agreements for all returning and seasonal employees.
- Responsible for employee relations, provides advice on personnel issues.
- Addresses complaints and resolves employee problems.
- Develops, recommends, and implements personnel policies and procedures.
- Directs benefits administration, enrollment and open enrollment changes.
- Prepares and maintains handbook(s) on policies and procedures.
- Maintains employer/employee relations in accordance with state and federal law.
- Maintains department reports including but not limited to vacation accrual report, salary banding report, employee turnover reports, employee education report, organization charts.
- Monitors and processes approved FTE forms.
- Monitors performance evaluations for exempt & non-exempt personnel.
- Directs new-employee on-boarding, updates existing employee records, garnishments, employee verifications and all employee separations.
- Provides payroll with payroll updates to enter.
- Works with departments on interviewing, hiring and possible training of employees.
- Develops job descriptions for planning, assigning and directing work.
- Works with school supervisors in recommending and directing reward and disciplinary measures for employees.
- Monitors equitable job descriptions and equitable pay for employees.
- Processes and follow up for COBRA and Retirement Benefits for separated employees.
- Manages all Leave of Absence paperwork and reporting, including Maternity, Paternity and Disability leaves as well as the State of CA on FMLA and CFRA processing for employees on leaves of absence.
- Works with VP of Mission on implementation of Servite Way.
- Sets HR related dates such as holidays on Master Schedule.
- Reports workplace injuries and follow up with Worker's Compensation paperwork and processes.
- Works with departments on following up on fingerprinting reports and drug testing.
- May supervise one or more employees
- Other duties as assigned.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Design - Generates creative solutions; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- Customer Service - Responds to requests for service and assistance; Meets commitments.

- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Respects diversity.
- Strategic Thinking - Understands organization's strengths & weaknesses.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner; Works quickly.
- Safety and Security - Determines appropriate action beyond guidelines.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Takes independent actions and calculated risks; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee is frequently required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This is a full time 40 hr/week position with full Medical, Dental, Vision and Retirement benefits offered. Salary commensurate with experience.

Bachelor's degree in Human Resources or 4 years human resources work experience in the education industry preferred.

Review of applications will begin June 22 and the position will remain open until filled. To apply submit a cover letter and resume, which includes a listing of at least three current references with current contact information to the Vice President of Mission and Operations, Jim Carter, at [jcarter@servitehs.org](mailto:jcarter@servitehs.org).

Satisfactory completion of a criminal history background check and fingerprinting is required. Servite is an EEO/AA employer.