

## Job Description –Director of Human Resources

### Organization Overview:

#### Job Summary:

The Director of Human Resources will lead the strategic, managerial, and organizational work necessary to attract, develop, motivate and retain top talent to Legacy Early College Schools. This position will oversee all aspects of recruitment, selection, and human resources. They will be responsible for setting Legacy Early College Schools' talent and human resource strategic direction, policies and procedures. This position reports directly to the Associate Executive Director.

### Job Responsibilities:

#### Management and Leadership

- Create and manage Legacy Early College Schools' talent and human resources strategy in support of the Legacy growth plan
- Develop and oversee the implementation of fulfillment strategies that increase staff satisfaction, effectiveness, and well-being
- Develop and support implementation of structures to support cultural competence and equity across Legacy

#### Talent Recruitment

- Expand our pool of high quality candidates, including strengthening our outreach strategy and developing internal teacher and leadership pipelines
- Refine our selection process so Legacy Early College Schools are constantly learning how to select stronger staff
- Develop a talent strategy to support the network's continued growth within a competitive and changing environment
- Ensure newly hired employees complete all new hire paperwork in a timely and accurate fashion, and that processes keep Legacy Early College Schools in compliance with federal, state laws and state and district policies

#### Talent Development

- Build systems that allow us to learn from the successes and failures of our current recruitment, development, and retention efforts
  - Strengthen the evaluation system to provide regular and meaningful improvement, growth, and accountability for staff
  - Lead network initiatives to build a more diverse, equitable, and inclusive workforce
  - Develop initiatives to support the professional development of staff in alignment with Legacy Early College School organizational goals
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- Set the vision for performance management and talent development across Legacy, develop aligned strategies, lead implementation, and monitor progress
- Lead annual Legacy talent reviews and succession planning
- Manage the creation of onboarding plans for all positions and support managers in individualizing the plans for specific hires

#### **Human Resources**

- Lead human resources administration functions including benefits, program selection and implementation, compensation, employee relations, customer service, compliance, staff policies, and staff information systems
- Ensure compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Strive to maintain minimal exposure to lawsuits
- Employ workforce planning principles to understand current and future needs (staffing structure) i.e. Backwards plan to identify and fulfill talent needs across Legacy
- Gather and analyze data necessary for compliance reporting and internal benchmarking
- Monitors and advises managers and supervisors in the progressive discipline system of the school. Monitors the implementation of a performance improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Reviews employee appeals through the school complaint procedure.
- Ensure all job descriptions are updated annually and are relevant to current roles and responsibilities
- Work with the Executive Leadership Team to perform a rigorous compensation analysis annually, develop a compensation policy, and recommend changes to the Legacy Leadership Team
- Oversee the annual revision of the Legacy Early College Schools Employee Handbook and all other human resources policies

#### **Candidate Qualifications:**

- Bachelor's degree required, Master's degree preferred
- Minimum 10 years of work experience with 5 years of supervisory and management experience, preferably in a large, dynamic, mission-driven organization
- Demonstrated ability to lead multiple high-profile and complex projects simultaneously
- Collaborative team player, comfortable leading as well as executing projects as required
- Excellent leadership, management, and organizational skills required
- Articulate, professional demeanor with strong self-confidence and initiative
- Excellent communication and interpersonal skills
- Ability to exercise excellent judgment in decision-making, think strategically, work collaboratively, and gather and analyze data, compile information, and prepare reports



- Flexible and able to multi-task within an ambiguous, fast-moving, entrepreneurial environment, while also driving toward clarity and solutions
- Proficient in MS Office, particularly Word, Excel and PowerPoint
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Strong work ethic coupled with an enthusiastic and passionate approach to one's work
- Commitment to the belief that all scholars can learn and to the mission of educational equity

### **Application Process**

Interested candidates should submit an application online - <http://www.legacyearlycollege.org/job-opportunities.php>

### **Compensation**

Salary for this position is competitive and depends on prior experience. A competitive benefits package will also be offered.

### **Statement of Non-Discrimination**

Legacy is committed to a policy of equal treatment for all individuals applying to the school. Legacy does not discriminate based on race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.