



## **DIRECTOR OF HUMAN RESOURCES**

Florida Christian School (FCS) is seeking to fill the position of Director of Human Resources. The position is a full-time job reporting directly to the Head of School.

### **KEY RESPONSIBILITIES**

- Directs and coordinates the planning, implementation and evaluation of Human Resources services which are necessary for the efficient and effective operation of Florida Christian School.
- Supervises unemployment requirements and issues.
- Oversees management of employee database, maintaining accuracy of records and integrity of data input.
- Assists with Employee Health Insurance and Benefits programs.
- Coordinates the identification and screening of qualified applicants.
- Drafts policies and procedures as they relate to areas of responsibility.
- Prepares, interprets, and presents reports and information to the Head of School, FCS School Board, community, and school personnel concerning Human Resources and Professional Development issues as needed.
- Participates in the management, allocation, and reallocation of personnel across campuses and departments.
- Advises and assists school principals and department supervisors in handling personnel problems and issues as relates to employment law & policies.
- Oversees the maintenance of official personnel files and records.
- Provides leadership and oversight for the development of job descriptions
- Maintains a working knowledge of Florida Statutes, FCS Manuals and Handbooks, Board policies, and applicable rules and regulations that affect areas of operation and services.
- Attends various legislative and professional conferences to stay abreast of updates affecting Human Resources, Recruitment & Professional Development.
- Coordinates the FCS's New Teacher Orientations each year.
- Oversees all on-boarding and termination procedures.
- Regularly attends local and regional recruiting and job fairs.
- Assists in the development and deployment of staff and faculty Performance Improvement Plans.
- Develops and oversees programs and initiatives designed to enhance staff morale.
- Assists in the process of wage and salary plan development (salary schedule).
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares all required reports and maintain all appropriate records as required.
- Facilitates and maintains records and documents regarding ongoing legal personnel issues and employee discipline.

- Assists in mediation of internal staff issues and problems.
- Perform other duties and responsibilities as assigned by supervisor.

## **EDUCATION AND QUALIFICATIONS**

- Minimum Bachelor's degree in a related field, a Master's degree is preferred.
- Minimum 5-10 years' experience working in a supervisory role.
- Proficient in Office 365
- Experience working in the 501(c)(3) non-profit sector, ideally in a private school, would be desirable but not required.
- Experience in counseling and mediation.

## **IDEAL PERSONAL PROFILE**

- Must profess faith in Christ as Lord and Savior and fully adopt FCS's mission/vision as a ministry.
- A strong leader of people that adopts a servant leadership approach in dealing with the Head of School, Board of Directors, FCS Administrators and FCS employees, including direct reports.
- Strong work ethic combined with a high level of personal and professional integrity.
- Strong interpersonal and communication (verbal and written) skills.
- A detail-oriented team player with a strong emotional quotient that works well with others in developing and implementing pragmatic solutions to challenges.
- A first-rate intellect with strong analytical skills who is willing to engage in high-level thinking as well as do "real work" that others might consider beneath their position.
- Reliable individual who consistently follows through on commitments.

## **BENEFITS**

- Salary offered will be commensurate with experience.
- Free tuition for children of FCS employees (tax-free benefit)
- Section 125 Health Insurance Plan
- 403(b) Retirement Plan
- Vacation, Holidays and PTO

**Applicants interested in applying for this position should submit their resume via email to [SchoolBoard@floridachristian.org](mailto:SchoolBoard@floridachristian.org).**