



Director of Human Resources
New Roads School
Santa Monica, California

School Overview:

New Roads School provides an inspired college preparatory program from which an authentically diverse student population, mirroring the rich diversity of Los Angeles, develops a personal dedication to learning, a respect for independent thinking, an expanding curiosity about the world and its people, and a commitment to the common good. We are a co-educational, non-denominational K-12 school of approximately 550 students. We pride ourselves on our small class sizes, passionate educators, and dedication to relational, embodied learning.

Position Summary:

The Director of Human Resource reports to the CFO and is responsible for managing the school’s benefit programs, employment practices, and workplace policies. The Director will advise on personnel matters, the hiring process, compensation approach and other matters impacting welfare or the work environment.

Responsibilities:

- Directs and supports all the Human Resources needs of the School
- Takes the leading role in developing and overseeing a human resources program that is responsive to operational and financial requirements as well as to individual development and well being
- Consults and advises administrators on a wide variety of sensitive personnel issues (e.g. discipline, resolving and/or diffusing relations issues, hiring, promotions, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations to protect the best interest of the School
- Investigates grievances and/or complaints from s (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment



**Carney
Sandoe**
& ASSOCIATES

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- Coordinates personnel annual reviews with the Leadership Team
- Works closely with the Business Office on oversight of payroll
- Oversees HR software implementation, updates, and personnel training
- Provides workplace verifications for authorized 3rd party institutions
- Responsible for on-boarding and off-boarding School personnel
- Collaborate with the Leadership Team on staffing/recruitment, working to implement the best staffing solutions for these divisions
- Supports the Leadership Team in the recruitment and hiring process including posting vacancies, reviewing resumes, interviewing candidates, making hiring recommendations, checking references, and preparing offers
- Ensures/monitors compliance with all federal, state, and local laws and policies
- Supports the Head of School and CFO with related offer letter items including compensation analysis, salary and benefit information, contract preparation and distribution, and non-exempt annual salary review/increases
- Handles new orientation and benefits enrollment and monthly benefit reconciliation; obtains and relays information on news to administrators, CFO and Business Office. Monitors new background checks and work authorization, and I-9 compliance
- Serves as primary information resource and administrator for benefit and retirement plans, including benefit plan design and renewals
- Serves as School's spokesperson when addressing enrollment, claims, or other benefits issues
- Maintains employment records and files, and related documentation including compliance and benefits
- Monitors and submits claims related to worker's compensation, disability, pregnancy disability and family medical leave, and COBRA administration
- Maintains/revises Personnel Handbook content annually and/or as needed
- Administers and provides interpretation of a wide variety of personnel policies, processes and employment agreements
- Consult with outside legal counsel on employment law matters, as necessary
- Attends professional conferences to remain current on best human resources practices and labor laws



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- Pursues professional development opportunities for the Leadership Team to enhance performance and to meet the evolving needs of the School
- Other duties and projects, as assigned

Other Requirements:

- High level of discretion and confidentiality
- Must maintain a high level of professionalism, communication, and interpersonal skills
- Resourceful problem-solver and team player
- Participates actively in the School community, including attending student and employee events and activities
- Present and available during the School's hours of operation. May be required to work evenings and weekends, as necessary

Qualifications:

- A BS/BA degree in human resources or related field
- Minimum 5 years of Progressive Human Resources Management level experience
- Proven track record of fostering positive workplace cultures and planning successful employee events
- Strong leadership and exceptional communication skills with the ability to influence and build relationships at all levels
- Experience with payroll systems and benefits management software
- Familiarity with GSuite and Paycom
- Deep understanding of labor laws, compliance, and HR best practices
- Experience with Excel and monthly benefit reconciliation.



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Interested Persons Contact:

Mr. Todd Gochman, Senior Placement Associate - tgochman@carneysandoe.com

Ms. Julia Sinton, Placement Counselor - julia.sinton@carneysandoe.com

All inquiries and nominations are kept confidential.

The salary range for this role is \$100,000-120,000, and also includes a comprehensive benefits package with health, dental, and vision insurance, limited life insurance, and a 403(b) plan. This is the lowest to highest salary we reasonably expect to pay for this role at the time of this posting. We may ultimately pay more or less than the posted range, and the range may be modified in the future. An employee's pay position within the salary range will be based on several factors including, but not limited to, relevant education, qualifications, certifications, experience, skills, performance, and organizational needs.

New Roads School is an Equal Opportunity/Affirmative Action Employer. The essential functions and basic skills have been included. This is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors as deemed appropriate may assign additional functions and requirements.



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