

Smith Street Arts et Lettres

Smith Street Arts et Lettres is a progressive French-American K-8 program located in Brooklyn, NY. Our bilingual curriculum emphasizes a Reggio-Emilia inspired, holistic approach to education. The importance of a child's intellectual and creative life—of thought, curiosity, exploration, multilingualism, and artistic expression—infuses everything we do across all aspects of our curriculum.

Opportunity:

We are seeking a full-time Director of Human Resources for our growing school community in Brooklyn, NY. Every year we welcome more than 180 students to our Maternelle (preschool) and Elementary programs across all four of our Brooklyn campuses (Carroll Gardens, Gowanus, Brooklyn Heights & Elementary Annex.). In the Fall of 2024, we will expand to 5th grade students and will continue to add classes each year as we grow to fully establish our middle school program.

The HR Director will oversee and manage the school's HR administrative needs, including oversight of employee recruitment; training and development; employee relations, benefits administration, maintenance of employee records; interpretation of personnel policy; management of academic and administrative appointments; compliance with employment and school law; and overseeing personnel procedures and systems. This position will work in close partnership with the Head of School on all strategic issues related to overall recruitment, compensation, benefits, training, employee relations and organizational development.

Position Summary:

The HR Director is a senior level leadership position to respond to and support the significant growth we are currently experiencing. This is an exciting opportunity for a creative and energetic professional to continue to build out HR processes. We are seeking to modernize our systems and enhance the positive culture of the school. If you are knowledgeable in all aspects of HR, a visionary and willing to roll up your sleeves to get the job done this is the position for you.

Are you a competent, compassionate, creative, and enthusiastic person who is committed to continual growth and improvement? Are you known for amazing time management, organizational skills and flexibility? Do you feel particularly inspired to be part of the movement to change work practices from a compliance paradigm to one of healing and belonging?

If this describes you, we can't wait to meet you!

Diversity and inclusion are core to our school. We are passionate about building and sustaining a diverse and inclusive working and learning environment, it is definitely a work in progress! Every member on our team enriches our community by exposing us to a broad range of ways to understand and engage with the world. We don't just accept difference — we celebrate it, we support it, and thrive because of it. Smith Street Arts et Lettres is proud to be an equal opportunity workplace and promotes affirmative action. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, and military and veteran status.

If this inspires you, please apply to join our team.

Essential Responsibilities:

- Reporting to the Head of School, the Director of Human Resources will be a key member of the School's leadership team and will develop, implement and administer a human resource strategy in support of the mission of the School and reflective of its anti-racist, equitable and inclusive commitments.
- The Director will provide strategic direction for the organization, specifically in the areas of talent and performance management, employee relations, orientation, training and development, and compensation analysis.
- The Director of Human Resources will also provide direct support to the senior administration team on all HR matters and help to create and develop policies that attract, support, and retain excellent personnel.
- The new Director of Human Resources will be an experienced professional who has demonstrated success in all aspects of human resources.
- The Director must demonstrate a practice of collaboration, strategic thinking, problem-solving and decisiveness guided by compassion and understanding.
- The Director must have know-how and expertise in the recruitment, development and retention of an excellent, diverse, and international staff. As the HR functions continue to grow and mature, a Director with a coach mindset to develop leaders in this work will be essential.
- The Director will have a successful history of building a warm and supportive culture.

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail

- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Strong knowledge of employment laws and practices, including EEO, ERISA, FLSA, ADA, Workers' compensation, FMLA, FLA, PFL, Pregnancy Disability, HIPAA, and OSHA regulations
- Thorough knowledge of employment-related laws and regulations
- Experience in international hiring (in French speaking countries a plus) and knowledge of employment visas and other immigration regulations
- Proven working knowledge of human resources concepts, practices, and procedures
- Knowledge of and experience with varied human resource information systems
- Proficient in analyzing data related to human resources
- Ability to build trust, respect, and credibility with senior leaders, faculty, and staff, serving as a valued resource
- Ability to utilize resources to make recommendations to effectively resolve problems or issues by using judgment that is consistent with school culture, standards, practices, policies, procedures, and/or government law
- Proven working experience in inclusive and anti-racist hiring practices

Desired Qualifications:

- MBA or MA/MS in Human Resources or a related field
- A minimum of five years of executive HR experience
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification is preferred
- French speaking preferred

Working Conditions and Compensation:

- Work at a desk and computer screen for extended periods of time each day
- Ability to access buildings and facilities throughout an urban campus, with reasonable accommodations, in order to meet with students and faculty
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Additional time is required beyond a normal day or week for evening and weekend meetings
- Salary Range: \$120,000–\$150,000 annually, depending on experience.

Benefits:

- Salary - Salary for this position is competitive and dependent on education and experience.

- Career Growth - We believe our people deserve every opportunity to utilize and expand their knowledge and skills, and to share their passions. From our classrooms to central operations, our culture is one of continuous learning, mentorship, and professional advancement in our schools or across our network.
- Retirement - Your future financial well-being is important to us. Eligible participants may receive a 50% Company match for the first 10% of employee earnings deferred.
- Health Insurance - We want you to have the care you need. We offer three PPO medical plans to choose from, as well as dental and vision insurance.
- Flexible Spending - Because health, childcare, and travel expenses can add up, we offer an FSA that allows for pre-tax dollars to cover medical, dependent care, and transit.
- Student Tuition Remission - You help us create a world-class program for our students. To show our appreciation, we offer your children significant tuition remission to attend our schools.

To Apply:

Candidates can connect, in confidence, with Mr. Todd Gochman, Senior Placement Associate, todd.gochman@carneysandoe.com & Ms. Julia Sinton, Placement Counselor, julia.sinton@carneysandoe.com. ***Please email your current resume and cover letter, expressing your interest in this HR Director role and the Smith Street Arts et Lettres community.***

Thank you for your interest in becoming a part of our wonderful community!

Equal Employment Opportunity:

Smith Street Arts & Lettres is an equal-opportunity employer. Employment is based solely on qualifications and competence for a particular position, without regard to race, color, national origin, citizenship, age, religion, sex, sexual orientation, gender identity or expression, veteran status, disability, marital status, or any other category protected by the law.