



NOTRE
DAME
SAN JOSE

HUMAN RESOURCES MANAGER

Start Date: Fall 2026

Notre Dame San Jose

San Jose, California | ndsjo.org



Carney
Sandoe
& ASSOCIATES

MISSION STATEMENT

Notre Dame High School, in the heart of downtown San Jose since 1851, provides young women an exemplary Catholic, college-preparatory education to become lifelong learners, spiritual seekers, justice advocates and community leaders. We are inspired by Saint Julie Billiart and the Sisters of Notre Dame de Namur. We empower young women and “teach them what they need to know for life.”

At a Glance



1851
established



640+
total enrollment



67%
students of color



100+
total faculty and staff



10:1
student-faculty ratio



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OVERVIEW

Notre Dame: A Learning Community

Notre Dame High School, San Jose is the center for women's leadership in Silicon Valley and has provided an exceptional Catholic college preparatory education for young women since 1851. The school's mission is guided by the teachings of Saint Julie Billiart, the foundress of the Sisters of Notre Dame de Namur, with a strong focus on social justice to create lifelong learners, spiritual seekers, justice advocates and community leaders. Our mission, summarized by the words of Saint Julie Billiart, is to "teach them what they need to know for life."

The Human Resources Manager reports to the Head of School and provides leadership of the school's employee life cycle, compensation and benefits, policy development, compliance and risk management. As the school's lead information manager, this position partners with the school's business operations and legal teams to implement employee expectations, enhance the school's culture, and advance the school's strategic priorities.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Consults with, advises, and supports the leadership team as well as faculty, staff, and administration in all human resources related matters.
- Ensures compliance with school policies and procedures, as well as with local, state, and federal employment related laws and regulations.
- Conducts training for supervisors enforcing accountability and compliance regarding employment laws, school policies, systems and processes.
- Provides day-to-day HR guidance and support to employees and supervisors/administrators on employee relations, performance management, workplace concerns, and policy interpretation.
- Manages employee relations matters and conducts timely, objective, and well-documented workplace investigations.
- Leads talent acquisition efforts, including recruitment, hiring, selection, offers, and onboarding.
- Oversees benefits administration and annual open enrollment in partnership with external benefits brokers and providers.
- Manages leave of absence administration, documentation, and compliance.
- Coordinates performance management processes and supports employee engagement and retention initiatives.
- Ensures HR practices comply with applicable federal, state, and local employment laws and organizational policies.
- Develops and maintains standardized HR workflows, procedures, and administrative processes.
- Identifies opportunities to improve HR systems, automation, operational efficiency, and employee service.
- Provides day-to-day leadership and support to HR staff and promotes consistent, responsive, and professional HR service throughout the organization.



NORMATIVE AREAS OF RESPONSIBILITIES

Faith Community Affairs

- Supports the mission of the school and the Hallmarks of a Notre Dame de Namur Learning Community.
- Upholds and models a moral code that is consistent with the mission of the school.
- Ensures that student life culture, policies and practices reflect the Catholic mission of the school.
- Supports the dean of students faculty and staff training on academic policies, student protocols and faculty and staff expectations for enforcement.

Business Affairs

- Works with the Head of School and business CFO in submitting annual departmental budget recommendations for all areas of oversight.
- Partners with the admin team to annually update and enforce policies stated in the Employment Handbook, Faculty Guide, Student/Parent Handbook
- Works cooperatively with the Business Operations team to account for, audit and report on financial results.





Development Affairs

- Supports the efforts of the Advancement team in their work in their strategic priorities as needed.

Student Affairs

- Attends school events and remains aware of school accomplishments and challenges.

Board Relations

- Supports the efforts of the Board of Directors in their work for the advancement of the school.
- Attends board committee and board meetings at request of the head of school.

Liaisons and Other Responsibilities

- Creates and maintains positive working relationships with all internal and external contacts.
- Represents the interests of the school to diocesan, local, regional, state and national associations in consultation with the head of school.
- Engages in an annual performance evaluation by the head of school.
- Performs other duties as assigned by the head of school.

Supervises: HR Generalist - Employee Experience and HR Generalist - HR Operations Specialist

Member of: Human Resources Team

Collaborates with:

Board of Directors & Notre Dame's Legal Counsel

Board Chair, Finance Committee Chair, Governance Committee, legal representative from Lathrop, GPM

School Leadership

Head of School, Chief Financial Officer, Assistant Head of School, Executive Director of Advancement, Director of Teaching and Learning, Director of Co-curricular Programming, Director of Student Life, Director of Mission and Ministry

QUALIFICATIONS AND PERSONAL ATTRIBUTES



Qualified candidates should have a combination of education and experience equivalent to:

- A Bachelor's degree in Human Resources, Business Administration, or a related field. PHR/SPHR or other human resources certification is a plus.
- 10+ years of prior experience providing comprehensive human resources management and services across all human resources functional areas, including five years or more of experience in a senior role which includes supervision of staff and providing human resources consultative services to administrators/managers and employees.
- Prior experience providing human resources services in a school environment.
- Knowledge and experience managing or supporting payroll using Paycom.



Skills, Knowledge and Abilities:

- Understands the unique culture of working in a school environment with a mindset of collegiality and employee/student centeredness.
- Possesses ability to build and nurture professional working relationships across the organization and with external service providers.
- Possesses ability to influence change in a collaborative working environment. Seeks to collaborate on decisions related to human resources matters.
- Knowledge of and demonstrated competency in diversity, equity, inclusion, and social justice.
- Is compassionate and able to empathize with others. Possesses the ability to counsel and coach others.
- Works with integrity and is trustworthy with confidential information.
- Is responsive to employee needs.
- Approaches challenges from a problem-solving mindset.
- Is able to navigate difficult and complex employee issues.
- Is able to effectively work in a fast-paced environment with flexibility and the ability to adapt to change.
- Knows, understands, and is able to apply local, state, and federal human resource related laws and regulations.
- Is able to meet deadlines.
- Understands budgets and is able to work within fiscal constraints.
- Possesses excellent written and oral communication skills.
- Possesses excellent computer skills in a Microsoft environment. Is adept at using technology to provide human resources services.
- Is a lifelong learner who pursues continued professional development.
- Performs duties and responsibilities with a mindset toward continuous quality improvement.

LEARN MORE

- [School Website](#)
- [Notre Dame At a Glance](#)
- [Vision and Outcomes](#)
- [Committed to Equity](#)
- [About San Jose, California](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

TODD GOCHMAN

Consultant

todd.gochman@carneysandoe.com

CASSIE FRANCO-CAMACHO

Consultant

cassie.franco-camacho@carneysandoe.com

The full-time salary range for this position is \$110,000 - \$130,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.



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