



## ST. DAVID'S SCHOOL

### Job Description

## Human Resources and Payroll Manager

St. David's School in Raleigh, North Carolina seeks a Human Resources Manager. This position reports to the Assistant Headmaster of Finance and Operations, and is an integral part of the school's business office team with responsibility for directing the day-to-day operations of the human resources department and the payroll function. An overview of the primary responsibilities is as follows:

- Manage human resources with a strategic, collaborative, and service-oriented approach
- Follow trends and make recommendations to administration regarding compensation, benefits, and staffing strategies
- Manage and process the monthly payroll function for all employees, substitutes, and community coaches, including reporting and auditing responsibilities
- Ensure compliance of all regulatory and employee processes and policies, including hiring, on-boarding, termination, attendance, leave, employee postings, etc.
- Support the hiring, on-boarding, and training of substitute teachers
- Oversee and prepare annual faculty contracts
- Coordinate and support the performance management process
- Ensure employees receive appropriate professional development and training to enhance performance and to offer growth opportunities
- Advise and support school administration regarding human resource relations and concerns
- Make recommendations to school administration regarding employee safety and welfare
- Administer benefit renewals and provide training and support of all employee benefits
- Manage retirement plans and ensure compliance with laws, regulations, and audits
- Maintain accurate, up-to-date, and accessible information for all employees, both corporately and individually using various electronic databases and tools
- Partner across the school in support of human resources tasks and deliverables
- Recommend areas of process and organizational change as needed
- Work with administration to prepare and manage relevant budgets
- Maintain the security of all personnel records

As the primary employee responsible for all aspects of the school's human resources needs, this position will challenge the right person to be a strategic thinker as well as a day-to-day manager. The ideal candidate will be a model of servant-leadership while partnering with faculty, staff, and administration to fulfill the mission of the school. Preferred candidates will possess a minimum of three to five years of human resources experience and competent in data analysis.