



Director of Human Resources

Founded in 1980, the Center for the Collaborative Classroom is a mission-driven, nonprofit organization committed to ensuring that all students have the opportunity to become highly literate critical thinkers who learn from, care for, and respect one another. Our research-based curricula help children appreciate the ideas and opinions of others, learn to agree and disagree respectfully, and think critically about big ideas. Our programs are in use in 4,500 schools and 80,000 classrooms across the country and impact the lives of over 2 million students daily, raising student grades and test scores, building relationships, and bolstering student and teacher engagement.

We are seeking an experienced hands-on Human Resources professional who brings strong leadership qualities to our organization with insight and a practical lens on the ways management intersects with identity, power, and equity. Reporting to the CFO, this Director supervises our Human Resources Generalist and an Administrative Assistant and oversees all aspects of Human Resources. The responsibilities of the position are:

- Advise the executive team on strategies to recruit, motivate, train, and retain the best people.
- Work with the HR Generalist and hiring managers, lead recruiting processes including development of job descriptions, screening of candidates, and participation in interviews and candidate evaluations with a lens toward building a more diverse staff.
- Provide insight and recommendations on organization training and development needs.
- Manage the performance review and salary review processes.
- Maintain a strong benefits package and manage the company retirement plan.
- Ensure company-wide compliance with all applicable employment laws.
- Lead implementation of the company's affirmative action program and work with the management team to promote equity in the workplace.
- Maintain the employee handbook and recommend policies as needed.
- Update managers/supervisors regarding human resources issues and employment law.
- Educate staff regarding policies, procedures, benefits, etc. through regular communications.
- Advise supervisors regarding performance discussions with staff.
- Work with the HR Generalist and Administrative Assistant to manage business administrative duties including: facilities management, state and local business filings, benefits and retirement plan administration, and payroll and salary administration.
- Provide leadership and foster a spirit of teamwork within the Human Resources department.

Requirements:

- Experience in a HR leadership/supervisory role with experience in leading recruiting processes, coaching managers on personnel issues, and managing a performance and salary review process
- Proven ability to build relationships to create awareness, support, and advocacy for diversity and inclusion efforts
- Knowledge of diversity and inclusion concepts
- Strong knowledge of state and federal employment laws and requirements
- Benefits administration experience
- Outstanding interpersonal skills and the ability to establish positive working relationships with all staff members
- Ability to anticipate and recognize organizational needs and determine how to meet them
- Ability to work effectively with vendors and service providers including payroll and insurance providers
- Proficiency with HR and payroll systems
- Hands-on approach with attention to detail
- Strong problem-solving and negotiation skills and tact
- Ability to see multiple perspectives in problem situations and to seek inclusive solutions
- Unquestionable integrity
- Ability to maintain optimism in challenging circumstances
- Excellent written and verbal communication skills
- Bachelor's degree; PHR or SHRM or equivalent certification desired

COMPENSATION: This is a full-time position with a salary based on experience. Benefits package includes comprehensive medical, dental, vision, long-term disability, life insurance, and a tax-sheltered retirement plan.

Send resumes with subject line "Director of Human Resources" to sbloch@collaborativeclassroom.org.

Please visit us at: <https://www.collaborativeclassroom.org>. We are an EEO employer.