

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 company with a focus on organizational development. The responsibilities of the position are:

### **Organizational Development and Employee Engagement**

**Company Culture.** Working with the company leadership, provide advice and be a catalyst to:

- Help refine and reinforce the company's "Keys to Success".
- Help to create and maintain a company culture that promotes excellence, cohesiveness, and an environment where people are inspired by the work that the company does and their own contribution.
- Create an environment where employees feel safe to disagree and to express their opinion.
- Create a sense of commitment and ownership to the success of the company and its mission, common across all departments and all locations.
- Create a sense of community across the organization.
- Make our company a place where people feel energized coming to work.

### **Communication**

- Assist managers in communications with staff. Make sure everyone has a voice and that employees feel respected and included.
- Keep pulse on employee concerns. Raise concerns and issues to executive team.
- Assist employees in their ability to productively express their opinion.

### **Employee Engagement**

- Develop and implement employee engagement survey.
- Help management team to interpret results of survey and recommend action plan.

### **Performance Management/Skill Development**

- Advise the executive team on strategies to recruit, motivate, train, and retain the best people.
- Provide insight and recommendations on organization training and development needs.
- Design and implement performance review processes.
- Advise supervisors regarding performance discussions with staff.
- Help managers create development plans for their teams.

### **Compensation Strategy**

- Develop and implement compensation and benefits strategy to attract and retain the best employees and provide incentives for excellence.

### **Diversity & Equity**

- Lead implementation of the company's affirmative action program and work with the management team to promote equity in the workplace.
- 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.
- Implement programs to ensure our diverse workforce is treated with respect and feels included.

### **Human Resources & Administration**

- Supervise the company Human Resources team including a Human Resources Generalist and an Administrative Assistant and oversee all aspects of Human Resources
- Provide leadership and foster a spirit of teamwork within the Human Resources team.
- Ensure company-wide compliance with all applicable employment laws.
- 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.
- Pitch in to assist the HR Generalist, and occasionally the Manager of Accounting, as needed.

### **Candidates for this position should demonstrate:**

- 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
- Outstanding interpersonal skills, tact, ability to see multiple perspectives in problem situations and seek inclusive solutions
- Fundamental understanding of business strategy and how to link HR initiatives to business initiatives
- Proven ability to work with executive team to motivate, train and retain the best people
- Proven ability to lead performance review and salary review processes
- Experience in implementing benefits strategy to attract and retain best employees
- Proven ability to build relationships to create awareness, support, and advocacy for diversity and inclusion efforts
- Proven success at leading recruitment process resulting in a more diverse workplace
- Knowledge of diversity and inclusion concepts
- Proven success at leading recruitment process

- Experience building a strong HR team
- Hands on approach, experience with HR systems (payroll and benefits) and attention to detail
- Strong knowledge of state and federal employment laws and requirements
- 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](mailto:sbloch@collaborativeclassroom.org).

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

