**Title: Director of Human Resources                              FLSA Classification:  Exempt**

**Department: Human Resources                                    Status:  Full Time, 40 Hours/Week**

**Reports to: President**

Georgetown Preparatory School has an immediate opening for a talented and team-oriented Human Resources Director.

 Founded in 1789, Georgetown Preparatory School is America’s oldest Catholic boarding and day school for young men in grades 9 through 12, and the only Jesuit boarding school in the country. Situated on 90 acres in suburban Washington, D.C., Prep's mission is to form men of competence, conscience, courage, and compassion; men of faith and men for others.

The Human Resources Director plans, develops and implements strategies that help ensure that Prep’s mission is reflected in our professional culture, policies and people. The role encompasses various human resources functions, including benefits, compensation, faculty/administration relations, staff development and training, performance management and evaluation, recognition programs, hiring, and HR policy development and compliance. This individual consults with senior administration members on policies and programs to ensure the school is in alignment with best practices in school human resources strategies; serves as an accessible resource to all school employees on HR related matters; and helps foster an overall culture that supports the retention and satisfaction of our talented faculty and staff.

**Primary areas of responsibility:**

**Employee relations:**

* Counsel employees on benefits, management issues, professional development, etc.
* Develop and deliver trainings on relevant HR and workplace issues.
* Collaborate with school and departmental leadership on employee development, evaluation, recognition and other areas.
* Serve as a resource / mediator to help ensure positive outcomes to employee issues.

**Employee lifecycle:**

* Maintain personnel files and produce reports for outside entities to comply with federal regulations as needed.
* Generate and maintain job descriptions for all positions.
* Work with departmental heads to place employment ads and screen resumes for open positions.
* Oversee performance review and evaluation process.
* Manage background checks and employee contracts and maintain employee files.
* Oversee on-boarding and off-boarding processes for full-time and temporary employees.
* Benchmark marketplace compensation and benefits and ensure Prep remains competitive.

**Health, welfare and retirement programs**:

* Lead benefits administration including enrollments, terminations and claims.
* Present open enrollment meetings and distribute information regarding benefits changes.
* Serve as an administrative contact for benefit programs.
* Respond to and monitor employment verifications and workers’ compensation claims.
* Support the processing of bi-weekly payroll in conjunction with the Director of Financial Services.

**Other:**

* Ensure 100% compliance with Virtus training for all faculty, staff and volunteers who regularly interact with students.
* Continually manage and maintain Employee Handbook and related policies.
* Ensure proactive adherence to local and federal laws and regulations relating to employment matters.
* Other duties as assigned.

**Crucial qualities and competencies:**

* At least five (5) years of experience in a human resources leadership role.
* Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment.
* High professional and ethical standards for handling confidential information.
* Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
* Excellent written, oral, and interpersonal skills.

**Additional qualifications:**

* B.A./B.S. degree. Certification in Human Resources (SPHR or similar) or advanced degree preferred.
* At least two compelling references (required — may be submitted at time of interview)

All interested candidates should submit the following:  
  
**1.** Maryland House Bill 486 History Review Forms   
**2.** A letter of interest  
**3.** Resume

**Maryland House Bill 486**

**Maryland House Bill 486 requires Georgetown Prep** to contact your current employer and all of your former employers by which you had contact with minors, to request information relating to child sexual abuse or sexual misconduct. Please note that an applicant's current employer will not be contacted until the final stages of our interview process. Applicants will be informed of this outreach in advance. These attachments must be **completed and uploaded** to the employment application.

[**Maryland State Department of Education Employment (MSDE) History Review Form**](https://www.gprep.org/uploaded/Employment_History_Review_Form_Child_Sexual_Abuse_and_Sexual_Misconduct.pdf?1582900107098) – please download, print and complete the highlighted sections as stated below, sign the completed form, and upload to application.

**Please note that your work history on your application and the number of forms must match in accordance to the requirements below or your application will be disqualified.**  
  
**One Form** must be completed for your current employer whether you have had contact with a minor or not.  
AND  
**One Form**must be completed for all past employers for which you have had contact with minors.   
  
E.g. – You had 3 jobs:  
1. Current Employer - Smith's Bank – Although no contact with a minor – you would still need to complete a form for that job since it is your current employer.    
2. Prior Employer - Smith's Bank – no contact with minors so no form necessary.    
3. Prior Employer- Daycare - You had contact with minors so you would need to complete a form for this employer.

Learn more about the [**Maryland House Bill 486**](http://mgaleg.maryland.gov/webmga/frmMain.aspx?id=HB0486&stab=01&pid=billpage&tab=subject3&ys=2019RS)

Qualified applicants are encouraged to send a resume and cover letter to [mstrachan@gprep.org](mailto:mstrachan@gprep.org).

Please refer to position HR Director in the subject line. Applications will be reviewed on a rolling basis until the position is filled.