



THE SUMMIT COUNTRY DAY SCHOOL

About

The Summit Country Day School has been a school of choice since 1890 for families in Cincinnati and Northern Kentucky who value academic excellence and character development. Private, Catholic and independent, The Summit is a leader in early childhood education. Students thrive in a Montessori preschool and are enriched by a college preparatory program through high school.

Human Resources Qualifications

The Summit is seeking a full-circle, hands-on Human Resources Director. This is an exciting role for an experienced HR Professional. The ideal candidate will have:

- Excellent verbal and written communication skills
- Ability to effectively work with and build relationships with individuals both inside and outside the school
- Approachable demeanor that will encourage faculty, staff and management to seek his or her advice and counsel
- Experience and knowledge to assist employees with all human resources issues
- Ability to prioritize work and handle multiple tasks in a fast-paced environment
- Diligence and organizational skills
- Demonstrate effective critical thinking, decision-making and problem solving skills
- Ability to handle sensitive matters with a high degree of professionalism and confidentiality
- Ability to work independently as well as in a team
- Background in employment law and other government compliance regulations
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint
- Bachelor's degree and minimum five years human resource generalist experience; Master's and Human Resources certification preferred

Position Type/Hours of Work

This is a full-time calendar year salary exempt position. Standard days and hours of work are Monday through Friday, 8 a.m. through 5 p.m.

Essential Functions

Assist in the development and implementation of personnel policies and procedures; prepare and maintain employee handbook; administer policies and procedures in a fair, consistent and uniform manner

Manage information in the Paycor System and ensure the integrity of the data; provide statistical reports as needed from this database; backup for bi-weekly payroll

Administer SafeSchool and Archdiocese of Cincinnati databases for active employees

Prepare, recommend and maintain records and procedures for controlling personnel transactions and reporting personnel data (new hires; terminations; transfers; wage adjustments; etc.)

FLSA compliance, which includes classifying and reclassifying positions and assisting the writing of job descriptions so that there are current, equitable position descriptions on all non-faculty positions

Oversee all leave requests, including FMLA, disability and workers compensation ensuring compliance with processes and communications with impacted employees according to applicable laws and regulations

Coordinate recruitment efforts with hiring Directors, Managers and/or Supervisors, accept resumes and applications, interview when required and assist with the final decision process

Manage New Hire process to include: determine appropriate starting salary with Head of School, prepare offer letters, pre/post employment requirements, in- processing paperwork and new hire orientation programs

Administer benefit planning, negotiation and budgeting in consultation with the Business Operations Director. Ensure quality and cost effectiveness in renewal negotiations and carrier selection. Ensure that all employees are aware of changes impacting employee benefits

Administer benefit plans including enrollments and terminations. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions

Administer Human Resources portal to be sure all information is kept up to date and available to employees.

Ensure compliance with COBRA guidelines and coordinate enrollment with third-party administrator

Provide advice and counsel to Directors, Managers, Supervisors, Faculty and Staff regarding Human Resources policies and procedures, employee relations

Manage the Performance Review Program process and ensures participation

Create a secure, welcoming environment for faculty and staff to discuss concerns that arise and help toward creative and constructive options for resolutions.

Stay current on recent federal, state and case law changes and monitors labor law updates for changes that affect Human Resource Operations

Under consultation with Head of School and legal counsel when applicable, conduct involuntary terminations; ensure proper documentation is maintained to minimize risk.

Review and respond to unemployment claims

Member of Senior Leadership Team and other ad hoc committees as needed

Conduct exit interviews and analyze data to make recommendations to the Head of School

Other related duties and responsibilities

Interested and qualified candidates send cover letter, resume and salary requirement in order to be considered to:

The Summit Country Day School
ATTN: Human Resources Director
2161 Grandin Road
Cincinnati, OH 45208

...or submit [via email](#).