DIRECTOR OF HUMAN RESOURCES
UNIVERSITY SCHOOL

University School seeks a Director of Human Resources for the 2026-2027 academic year. Ideal candidates will be strategic, collaborative, experienced, and hands-on, capable of overseeing all aspects of Human Resources including recruiting and workforce planning, onboarding, benefits & compensation design and administration, employee relations, compliance, and payroll.

University School inspires boys of promise to become young men of character who lead and serve. Our dedicated faculty, rigorous curriculum, and experiential programs foster intellectual, physical, creative, and moral excellence. University School is a diverse and inclusive community where each boy is known and loved.

University School in Cleveland is a nationally-recognized Jr.K-12 independent school that specializes in the education of boys. University School teaches boys of all ages the important tenets of becoming young men: responsibility, loyalty, and consideration. At University School, our students are set up for success both in and beyond the classroom.

University School is located on two campuses. The Shaker Heights campus is approximately 32 acres and was built in 1925. The campus was originally designed for K-12, and in 1970 the high school moved to the 221-acre Hunting Valley campus which is located six miles from the Shaker Heights campus. 863 boys and young men are currently enrolled in Junior Kindergarten through Grade 12. The school's annual budget is $32 million, and the endowment is $150 million.

POSITION DESCRIPTION

Title: Director of Human Resources
Department: Directors' Group
Status: Full-time, 12 months
Reports to: Head of School
Report(s): Human Resources Generalist
Prepared by: P. Gallagher

MAJOR RESPONSIBILITIES:

- **Administrative**
  - Implements Human Resources (HR) strategies that support the mission, values, and goals of the School.
  - Serves on the Directors' Group (senior leadership team).
  - Supports the Board of Trustees and the Retirement Advisory Committee (RAC).
  - Administers, updates, and develops HR policies and procedures as needed.
  - Completes required documentation and timely filing of the appropriate documents for programs such as unemployment compensation, verification of employment, and workers compensation.
  - Maintains employment and benefits records for all employees, full- and part-time, active and inactive.
  - Develops and administers annual employee training through third-party (currently Vector).
  - Reviews and updates the Employee Handbook annually.
  - Manages the state-mandated services funding process with part- and full-time faculty and the Business Office.

- Maximizes the HR Management system for accuracy in reporting, seamless processing for personnel, and streamlining of HR processes.

- **Workforce Planning**
  - Develops and maintains a proactive processes to attract and retain outstanding personnel.
  - Prioritizes succession planning for senior leadership positions.
  - Manages the process of open positions including postings, advertising, networking, etc.
  - Provides the necessary training to hiring managers during the interview process.
  - Oversees the management of the screening and interviewing of candidates while providing support to school stakeholders and offering input on the selection process.
  - Conducts reference checks or verification of employment, as necessary.
  - Ensure compliance with background checks (fingerprinting) and licensure requirements.
  - Attends job fairs and liaises with temporary agencies.
  - In collaboration with managers, generates and maintains current job descriptions for all personnel.
  - Coordinates the contract process for all new recruits.
  - Oversees the onboarding process and ensures all employees are successfully transitioned to US.
  - Conducts transition/exit interviews for both voluntary and involuntary terminations, compiling data to identify areas for improvement and trends.

- **Benefits Administration**
  - Designs, manages, and administers all benefit programs including medical, dental, vision, life insurance, long term disability, salary continuation, FMLA, and retirement.
  - Provides benchmarks, updates, and recommends changes and new benefit options as appropriate.
  - Ensures all plans comply with applicable laws and statutes including HIPPA, ERISA, and IRS guidelines.
  - Ensures timely and accurate filings of the Welfare (Benefits) 5500, PCORI fees, 1095-C forms, etc.
  - Coordinates the Annual Healthcare Open Enrollment process
    - Analyzes existing benefits and recommends updates and revisions.
    - Collaborates with the Chief Financial Officer (CFO) to determines rate increases, types of coverage, and employee premiums.
  - Coordinates COBRA and Retiree benefits administration.
  - Serves as the Plan Administrator for the 403(b) retirement savings plan.
    - Collaborate with the auditors on the 403(b) plan audit to generate all documents and necessary reports for the generation of the annual 5500.
    - Ensure timely filing of the 5500 and distribution of the Summary Annual Report.

- **Compensation**
  - Analyzes, develops, and implements competitive compensation programs.
  - Collaborates with the CFO to determine salary budgets for new and replacement positions.
  - Provides timely and appropriate benchmarking of positions.
  - Assists in the maintenance of the Faculty Salary Bands.
  - Assists hiring managers with generating a competitive offer including salary, years of experience (teaching or otherwise), and availability for benefits.
  - Annually coordinates the contract renewal process with the CFO and HR Generalist for accurate contract/employment letter generation.
  - Collaborates with the managers on the staff evaluation process and annual compensation.

- **Workers' Compensation**
  - Manages the Workers' Compensation program with the State of Ohio, the Third-Party Administrator and the MCO.
  - Reviews and updates contracts and payments throughout the year.

- Ensures compliance with all reporting and training requirements.
- Investigates work accidents and prepare reports for the TPA and carriers.
- Coordinates paid time off with injured workers while collaborating with managers to have the injured worker return to work as quickly as possible.

- **Employee Relations**
  - Promotes open communication and feedback to engage employees and identify morale issues.
  - Coordinates employee questionnaires and surveys.
    - Analyze and report on results to managers.
    - Identify communications and opportunities for changes.
  - Provides guidance and leadership to managers re employee relation challenges.
  - Conducts employee investigations and proactively manage challenges to avoid litigation.

- **Payroll**
  - Oversees the timely and accurate processing of all bi-weekly and monthly payrolls including payrolls for summer and auxiliary programs with the Human Resources Generalist.
  - Oversees the maintenance of the payroll database including auditing pay and benefit updates, licensure, paid time off, etc.
    - Ensures that updates are provided to the carriers on a consistent basis.
    - Conducts regular audits to ensure all data entry is accurate.
  - Oversees the management of the sick/vacation time to ensure time off buckets are calculating correctly and updated annually.
  - Ensures that all filings are timely and accurate (Quarterly, W2s, etc.)
  - Coordinates the general ledger processing and reporting with the Controller and CFO.

COMPETENCIES:

- Exemplifies the values of University School.
- Exhibits high emotional intelligence, composure, and professionalism.
- Demonstrates excellent verbal, written, organizational, and communication skills.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience in Business Administration, Human Resources, or related field.
- Minimum of five (5) years of Human Resources generalist experience including expansive knowledge with all applicable laws and regulations.
- Minimum of two (2) years of payroll experience.
- Ability to be effective in higher level HR strategic planning and processes as well as .
- Strong commitment to customer service and employee education.
- Must be able to exercise sound judgment and maintain confidentiality.
- Advanced skills with Microsoft products (Word, Excel, PowerPoint).
- Willingness to work occasional evening hours for meetings, committee obligations or was work necessitates.

APPLICATIONS:

Qualified and interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials to hrsearch@us.edu.

- A cover letter expressing interest in the position and elaborating on one's priorities if appointed.
- A current resume.
- A list of five (5) professional references with name, phone number, and email address of each. (References will not be contacted without the candidate's permission)

University School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, gender (including pregnancy), age, religion, national origin, ancestry, sexual orientation, disability, veteran or military status, marital status, genetic information, or any other status protected by applicable law. Employment decisions at the School are based on merit, qualifications, and skills.