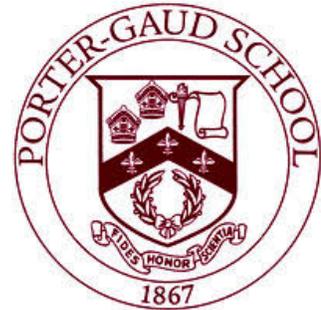


Porter-Gaud School, a nationally recognized Pre-K through grade 12, day, college preparatory school located in **Charleston, South Carolina** seeks a new **Director of Human Resources**. The School takes pride in hiring dynamic, talented faculty and staff who are among the finest in their areas of expertise. **Porter-Gaud School** is committed to a compensation and recognition structure for faculty and administration in order to compete for the best professionals from across the nation.



The school has retained **Big Back Pack LLC** to lead a national search for its next **Director of Human Resources**. For more information, contact **Steve Mandell** at steve@bigbackpack.org.

The Position

Reporting to the Head of School, the Director of Human Resources acts as an employee champion and change agent. The role assesses and anticipates human resources-related needs. Overall, the position formulates partnerships across the organization to deliver value-added service to leadership and employees that reflects the strategic objectives of the School. The Director originates and leads human resources practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, diversity, and the recruitment and ongoing development of a superior workforce.

The Director's job is to manage the human resources department supervising the Benefits Specialist/HR Generalist, implement HR programs and policies, overseeing administration of hiring, retention, termination, performance management, personnel records, risk management aspects of human resources (including legal compliance and employee grievance procedures), compensation, benefits administration and staffing

strategies. Responsibilities include development and administration of personnel rules and regulations, pay and job classification structure, employee relations, and programs for employee training.

About Porter-Gaud School

The Porter-Gaud School is an independent coeducational college preparatory day school in Charleston, South Carolina. Porter-Gaud has an enrollment of more than 1000 students, comprising an elementary school, middle school, and high school, and is located on the banks of the Ashley River. The School has historic ties to the Episcopal Church.

Porter-Gaud was formed in July 1964 from the merger of three Schools: The Porter Military Academy (founded 1867), the Gaud School for Boys (founded 1908), and the Watt School (founded 1931). The legal name of the institution remains The Porter Academy.

In May 2008, Porter-Gaud successfully acquired The O'Quinn Schools, a local pre-school that dates back to the early 1970s.

The Mission of Porter-Gaud

“Porter-Gaud is an Episcopal, coeducational, independent, college preparatory day school with a diverse student body. We acknowledge the sovereignty of God, recognize the worth of the individual, and seek to cultivate a school community that endows its citizens with a foundation of moral and ethical character and intellect. Porter-Gaud fosters a challenging academic environment that honors excellence in teaching and learning, respects differences, expects honesty, and applauds achievement. The school strives to create an environment that nurtures and protects what we value most in our children: their faith, their curiosity, their talents, their integrity, their humanity, and their dreams.”

Core Qualifications and Credentials

- Bachelor's degree required, preferably in a related field

- Master's degree preferred
 - Professional certification (SHRM, PHR) required
 - Relevant experience in a managerial role (this position supervises a Human Resources/ Benefits Specialist)
 - Mastery of human resource principles, procedures and practices, and implementation
 - Independent school experience preferred
 - Proven history of using independent judgment, guided by human resource knowledge, to successfully navigate complex employment challenges
 - Evidence of team building and leadership qualities
 - Proof of strong project management and analytical skills, superior attention to detail
 - Verifiable high degree of business and people acumen
 - Experience designing, developing, and driving learning and development solutions aligned to strategic priorities
 - Proven exceptional written and oral communication and group presentation skills
 - Ability to effectively deal with multiple priorities, functions and activities
 - Strong proficiency in Microsoft Office, Google Suite, HR Systems (Paylocity)
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Key Qualities of a Successful Candidate

- Care and concern for all members of the School community and a demonstrated interest in supporting and advocating for the faculty and staff
- An open mind and heart, striving to build positive relationships with all
- Commitment to championing the School's diversity, equity, and inclusion efforts
- Ability to apply employment law and HR best practices to all constituencies including administration
- Ability to thrive in a dynamic environment -- prepared to anticipate, absorb, initiate, and adapt to new ideas and initiatives
- Ability to not only work collaboratively with colleagues and other school constituencies, but to also be able to bring people together
- Ability to self-manage and guide complex projects through to completion
- Ability to set priorities, organize, and work independently

- Ability to think strategically about both human resources and overall School mission, goals and priorities, while working to balance the current needs of the School program against employment law and HR best practices
 - Ability to research & organize information, then analyze it critically to apply to HR challenges
 - Interest in being a life-long professional learner in response to both the changing landscape of human resources, employment law, the independent school environment, as well as the greater world
 - Ability to manage and mentor staff, and be a respected, active member of the School and greater community
 - Understanding and appreciation of the School's history and diverse community
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Opportunities for the new Director of Human Resources

- Lead in the annual publishing of a single updated faculty manual and staff employment manual
 - Implement a review on all employment compliance functions and training
 - Ensure that there is a complete database of current job descriptions
 - Continue to examine employee hiring, orientation, and on-boarding programs with a focus towards recruiting and retaining a diverse faculty and staff
 - Research and recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention
 - Work with senior leadership to examine the current performance review process including both continuous informal & formal annual feedback
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Essential Duties and Responsibilities

Employee Relations

- Annually review and make recommendations for improvement of the School policies, procedures and practices on personnel matters.

- Develop/edit/update job descriptions for all employees. Completes periodic job description audit and reclassify employees as appropriate under the Fair Labor Standards Act.
- Establish and lead the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Manage recruitment lifecycle with the goal of hiring and retaining top quality employees for each department.
- Establish an orientation procedure for onboarding new hires and training them to meet the needs of the school.
- Maintain employee handbooks for the School and recommend changes to the Administrative Team. Ensure consistency in policies, procedures and practices as relates to employment matters in other School handbooks, web-based and written materials.
- Manage the employee grievance process.
- Lead the implementation of the performance management system that includes performance development plans and employee development programs.
- Counsel employees regarding disciplinary problems and provide mediation when necessary.
- Manage employee separation process for both voluntary/involuntary terminations.
- Participate in senior management team member meetings in order to develop and discuss organizational procedures and policies.
- Oversee the maintenance of employees' personnel files.

Compliance & Risk Management

- Ensure compliance with federal, state, and local legal requirements by studying existing and new legislation and by monitoring outcomes of court cases
- Serve as the primary contact with the school employment law attorney and outside government agencies.
- Manage the risk management work functions and assist in developing health and safety programs for the volunteers and staff. Monitor the tracking of OSHA-required data.

Training and Development

- Partner with school management in creating comprehensive employee training and organizational development programs.
- Maintain complete and accurate and timely records of all training received by each employee.
- Assist managers with the selection and contracting of external training programs and consultants.

Compensation

- Complete annual compensation and benefit surveys.
- With the Head of School and Director of Finance & Support Services, establishes the school wage and salary structure, pay policies, and oversees the variable pay systems within the school including raises. Build and maintain salary budget.
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.

Benefits Administration

- Successfully oversee the management and coordination of benefit programs (Health, Dental, Section 125, 403(b) Retirement Plan, STD, LTD, Life/AD&D and COBRA) for employees, including all employee communication, problem solving and claims resolution.
- Oversee communication with employees about compensation, benefits and other facets of their employment, including benefit orientations and other benefit training.

Organization Development

- Designs, directs and manages a school-wide process of organization development that addresses issues such as succession planning, superior workforce development, diversity, key employee retention, organization design, and change management.
- Manages employee communication and feedback through such avenues as school meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.

Other

- Supervise the staff of the human resources department and work collaboratively with the Finance Office.
- Assists in the selection and supervision of HR consultants, attorneys, and training specialists, and coordinates school use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- Manages the development and maintenance of the Human Resources sections of both the Internet, particularly recruiting, culture, and school information; and Intranet sites.
- Establishes departmental measurements that support the accomplishment of the school's strategic goals.
- The Director of Human Resources assumes other responsibilities as assigned by the Head of School.

Why Charleston, South Carolina?

There is no place quite like Charleston. The region features a unique blend of historic preservation and new development, displayed in its cobblestone walkways and centuries-old cemeteries, buzzy nightlife and sophisticated art galleries. Its unique brand of Southern style shines in the bespoke boutiques that line downtown's King Street, while Southern hospitality radiates from the award-winning dining establishments.

The area overflows with entertainment and good food, and the Lowcountry locale is gorgeous. The hot summers lend themselves to beachgoing, while the rest of the year features pleasant temperatures that allow residents to soak in the area's scenery. Plentiful beaches within striking distance make a day spent in the sand and waves a commonplace activity for Charlestonians.

Whether it's Spanish moss dangling from oak trees or the smell of shrimp and grits wafting downtown – Charleston is sure to charm you. Charleston may be referred to as a city, but it's much more than that. In fact, nothing compares to Charleston's charming and welcoming community. The beautiful marshland, salty air and soothing sounds of crashing waves create a relaxed environment that locals like to call Lowcountry living.

Why Work at Porter-Gaud School?

The core of Porter-Gaud's professional community is a strong sense of collaboration and teamwork. This is particularly important when viewing the continued positive approach and acceptance of a welcoming administration to HR practices. The Head of School, who is the direct supervisor to the HR Director, is accessible, open minded, and accepting of strategic input.

Porter-Gaud School is committed to increasing the racial, ethnic, and religious diversity of their faculty and staff. The School welcomes applicants who would bring additional dimensions to the School's teaching mission. In accordance with law, Porter-Gaud School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age, or disability.

Porter-Gaud School is committed to ensuring the safety and well-being of their students. We hold our employees to the highest possible standards. All employees are subject to extensive background check screenings and must sign our code of conduct.

We strive to monitor employees while interacting with students. We take any inappropriate interactions between students and employees seriously and are committed to mandatory reporting standards as required by law. We will fully cooperate with authorities in any allegation or case of abuse.

The salary range for this position is highly competitive and includes a comprehensive benefits package (medical, dental, retirement).

To Apply

Interested and qualified candidates should submit electronically in one email and as **separate PDF documents** the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval). **Must include past employers that are immediate supervisors.**



All materials should be sent via email to:
Steve Mandell, M.Ed.
Principal Consultant
steve@bigbackpack.org