

POSITION	HUMAN RESOURCES DIRECTOR
CLASSIFICATION	Exempt
COMPENSATION	Level A1-Ex
SUPERVISORY CONTROL	Executive Director
SUPERVISION EXERCISED	Human Resources Coordinator, Human Resources Manager

SUMMARY of RESPONSIBILITIES

The Human Resources Director plans, organizes, and manages the agency’s overall Human Resource functions. This person oversees talent acquisition, compensation strategy, training and development, employee relations, retention and engagement strategies.

This individual is responsible for establishing people practices that position SUMMIT Early Learning as an early childhood education career destination and employer of choice.

The Human Resources Director’s role includes the interpretation and administration of Human Resources policies and practices. This person ensures adherence to agency policies and ensures that the organization is in full compliance with applicable laws and regulations, including Head Start and DHS regulations. As a member of the Executive Management Team, the Human Resources Director is responsible for planning and implementing human resource initiatives and strategies.

QUALIFICATIONS

EDUCATION & EXPERIENCE:

Required:

- Bachelor’s degree in business management, human resources, public administration, or a related field and at least 3 years of progressive leadership experience in a professional management, human resources, or administrative position. In lieu of degree, 7 years of related experience inclusive of leadership roles in an organization or business
- Human capital and cultural transformation experience with a proven ability to demonstrate measurable results through the use of analytics and metrics
- Proven experience in change management within a highly complex environment

Preferred:

- 5 years of progressive leadership experience in human resources positions, supervision experience, and SHRM or HRCI certification
- Experience in a non-profit organization or business similar to SUMMIT Early Learning

KNOWLEDGE & SKILLS Required:

- A strong belief in the value of early childhood education and Head Start/Early Head Start programs
- Problem solving, group facilitation and the ability to work well with others
- Working knowledge of principles of human resources management and administration
- Federal, state, and local laws, rules and regulations related to employment law

Other Qualifications:

- Written and verbal communication skills applicable to all levels of employees
- Strong integrity and loyalty to the agency’s vision and mission.
- Exceptional interpersonal skills

DUTIES AND RESPONSIBILITIES

UPPER MANAGEMENT LEVEL RESPONSIBILITIES

1. Be actively involved in the management of all aspects of SUMMIT Early Learning, including personnel management, program monitoring and evaluation, and demonstrate basic knowledge of financial management.
2. Have strategic approach to problem solving, systems development, and decision-making.
3. Commit to modeling and supporting the SUMMIT Early Learning culture, philosophy, and mission.
4. Provide leadership to staff, families served, and the community.
5. Maintain knowledge of federal, state, and local statutes, regulations, laws, and standards that govern quality and lawful early childhood education services, and interpret such information to staff.
6. Maintain open and effective communication with staff, managers, parents, and community partners.
7. Assume responsibility for all Head Start systems, including non-federal share, education outcomes, and family engagement.
8. Have the ability to step in to other upper management roles and assist with responsibilities in the absence of others.
9. Regularly attend and present at Board of Directors meetings.
10. Foster a culture of accountability, respect, teamwork and transparency throughout all interactions.

RESPONSIBILITIES

1. Participate in business planning and strategic direction, including organizational structure, recruiting strategies, retention and development, community and government outreach, and forward-thinking workforce development.
2. Oversee team of HR managers and coordinators; provide HR leadership on matters involving people, change, and cultural management.
3. Direct short- and long-term departmental planning, projects, and development to achieve continuous improvement, including resource allocation and budget ownership.
4. Utilize metrics and analytics to support goals and objectives, including staffing levels, turnover, absenteeism, recruitment, exit interviews and applicant tracking.
5. Implement and coordinate effective human resource management systems, processes, and standards in accordance with federal, state, and local regulatory requirements, partnering with agency legal resources when necessary.
6. Lead employee relations activities, including the investigation and resolution of ongoing employee relations issues, anticipate problems whenever possible, and develop, recommend, and initiate appropriate steps for resolution.
7. Develop, benchmark, and maintain compensation programs and job descriptions to support the organizational structure.
8. Oversee recruitment and selection efforts for all positions including job posting, interviewing, reference review, and recommendations on hiring decisions.
9. Partner with Executive Director on development of policy and procedures; maintain Employee Handbook, Personnel Procedures Manual, and employee files.
10. Administer benefit programs to include analysis and serving as primary contact with providers (including health, vision, and dental insurance), workers' compensation, unemployment, and retirement plan.
11. Manage the agency's safety efforts; oversee safety committee chair to ensure compliance with state requirements for certification.
12. Utilize continuing professional development and implement best practices. Maintain membership and regular participation in Susquehanna Human Resource Management Association (SHRMA), and national SHRM.
13. Develop, implement, and maintain an ongoing system to ensure agency compliance with employee credential requirements and background check requirements.
14. Oversee and monitor performance evaluation process and revise as necessary.
15. Oversee and respond to unemployment compensation inquiries, including attending hearings as the agency representative.

PHYSICAL FUNCTIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and use hands. The employee must occasionally lift or move up to 10 pounds.

MARGINAL FUNCTIONS

Provide transportation in agency vehicles as needed, have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others as defined in the Agency's vehicle transportation policy.

Occasional local travel is required.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of SUMMIT Early Learning are expected to perform tasks as assigned, regardless of job title or routine job duties.

EOE STATEMENT

SUMMIT Early Learning provides equal opportunity without regard to race, color, gender, gender identity, gender expression, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status or disability in admissions, employment and in all of its educational programs and activities, as required by law and SUMMIT Early Learning policies.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date