**FINAL Human Resources Manager**

Notre Dame Preparatory School, an independent, Catholic school for girls in grades 6-12 in Towson, Maryland, is seeking candidates for the position of Human Resources Manager. Founded in 1873, the school currently enrolls nearly 800 day students, with approximately 190 in the Middle Level and 610 in the Upper Level. Reporting to the Executive Director of Finance and Facilities, the right candidate will enjoy working in a mission-driven, religious educational setting. Employment is full-time beginning upon hire.

**Responsibilities of this position include, but are not limited to:**

**Workplace Culture:**

- Advances a culture of diversity, inclusivity, collaboration, and teamwork.
- Acts as a resource and advocate for employees to ensure a positive and productive working environment.
- Partners with internal stakeholders to implement strategies for employee engagement and retention.
- May on occasion attend and participate in employee disciplinary meetings, terminations, and investigations.
- Acts as an additional resource for faculty and staff to report workplace issues that may violate school policies.

**Policy Compliance & Procedures:**

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, management, and employment law.
- Updates the employee handbook, policies, and procedures.
- Ensures employees follow policies and procedures.

**Hiring:**

- Coordinates all recruitment efforts for non-faculty openings. Assists administrative leadership with recruiting efforts including listing job postings and facilitating vetting of candidates by hiring committees. For faculty positions, collaborates with the Principal on best practices for faculty hiring.
- Conducts or acquires background checks and employee eligibility verifications.
• Implements new hire orientation and onboarding activities. Manages offboarding activities and exit process including collection of school materials and conducts exit interviews.
• Ensures job descriptions are up-to-date and compliant with all local, state, and federal regulations.

Employee Retention:

• Advises management regarding employee issues and resolutions.
• Investigates employee issues and conflicts and brings them to resolution.
• Manages contract renewals for current staff.
• In consultation with Head of Finance, creates and manages staff recognition and reward programs.
• Administers and coordinates employee promotions, demotions, counseling, adverse actions, and terminations.
• Oversees school-wide employee training programs and track completion compliance.

Qualifications:

• Bachelor’s degree required (master’s degree preferred)
• A minimum of 3 years of HR experience in the above areas required
• Human Resource Certification (PHR/SPHR or SHRM CP/SCP) (preferred)
• Experience practicing HR in an educational setting (preferred)

Skills

• Thorough understanding of HR policies and procedures, and knowledge of Federal and State regulations, including FLSA, FMLA, COBRA, ADA, HIPAA, and EEO laws and regulations.
• Familiarity with all aspects of HR, including compensation, recruitment, benefits, training.
• Excellent verbal and written communication skills.
• Commitment to collaboration.
• Excellent interpersonal, negotiation, and conflict resolution skills.
• Excellent organizational skills and attention to detail.
• Experience with analyzing data to guide strategic employment planning.
• Proficiency with Microsoft Word, Excel, and PowerPoint required.

Please submit a resume, cover letter and references to Mr. Bobby Baird, Executive Director of Finance and Facilities, at bairdb@notredameprep.com.

Notre Dame Preparatory School is dedicated to the ideals of transformative education. Inspired by the School Sisters of Notre Dame, the school’s founding order, NDP’s dedicated, creative, and extraordinary faculty present an outstanding educational experience, simultaneously rooted
in the liberal arts and relevant to today’s society. Through hands-on projects, experiential learning, and foundational coursework, NDP students think critically, solve problems creatively, and communicate clearly. Outside of the classroom, co-curricular and extra-curricular experiences develop their confidence and leadership. The school’s spiritual and justice missions, rooted in the Gospel and inspired by the SSND charism of unity, anchors students as they seek to become loving, just, and wise young women ready to change the world for the better.