March 15, 2017

**Department:** Business Office  
**Supervisor:** Chief Financial Officer  
**Position:** Director of Human Resources  
**Start Date:** Immediate

The Dalton School seeks a full-time Director of Human Resources. This position will report directly to the Chief Financial Officer, and provide oversight of the School’s human resources management.

**Responsibilities**
- Provide training for department heads and team leaders on various HR topics including interviewing skills, performance reviews and employee coaching.
- Ensure compliance with federal and state statutes/laws such as FMLA, ADA, Sexual Harassment, OSHA, Worker’s Compensation, Title VII, and ERISA.
- Maintain employee handbook for the School and recommend changes.
- Develop/edit/update job descriptions for all employees.
- Maintain periodic job description audit and reclassify employees as appropriate under the Fair Labor Standards Act (Exempt and Non-Exempt).
- Complete annual compensation and benefits surveys.
- Oversee employee separation on-boarding and off-boarding process. Assist division and department heads to provide appropriate communication and oversight in recruitment lifecycle.
- Oversee and develop appropriate compensation levels for all employees and overall budget.
- Ensure benefit plans comply with applicable laws and statutes (HIPPA, ERISA and IRS guidelines).
- Research and implement new supplemental benefit programs as needed.
- Assist in the development of the insurance budget and negotiate contracts on an annual basis.
- Manage attendance for faculty and staff.
Education, Experience, Skills and Abilities Required

1. A four-year college degree, a Master’s in Human Resources management is a plus.
2. Eight plus years of managerial level in HR, preferably with an academic and non-profit organization environment.
3. Excellent communications skills, and good interpersonal, organizational, leadership, management, and supervisory skills.
4. Ability to use and knowledge of ADP systems, data retrieval, report preparation, word processing and spreadsheet programs.
5. Ability to work independently, self-motivated and manage stressful situations, schedules and deadlines.
6. Contribute positively to employee morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to employees.

To apply, please send an email with attached cover letter and resume addressed to Chief Financial Officer Michael Hwang at employment@dalton.org. Enter Human Resources Director in the subject line to ensure proper handling. No phone calls please.

The Dalton School actively seeks to forward the equity and diversity of our community in our admissions, programs and hiring. We do not discriminate on the basis of race, color, religion, gender, ethnic origin, age, physical disability, or sexual orientation in administration of our educational policies, hiring policies, admissions policies, financial aid programs, athletics and other school-administered programs.