



**Middlesex School  
Concord, MA**

**Human Resources Director**

**Middlesex School**

Located on a 350-acre campus twenty-miles from Boston, Middlesex is a gender inclusive, college-preparatory, boarding secondary school of 410 young people from all over the United States and world. Committed to creating knowledgeable, capable, responsible and moral citizens of the world, Middlesex seeks out and celebrates students from diverse backgrounds; more than 30% of students receive financial aid, and more than 10% are international.

**The Opportunity**

Reporting to the Chief Financial Officer and serving as a strategic advisor to the Head of School in this newly created position, the Human Resources Director is responsible for overseeing and implementing human resources policies and procedures for the School's nearly 200 continuing employees to ensure that the School's mission is upheld in its practices and people. The ideal candidate will have a demonstrated track record as a human resources professional with hands-on expertise in relationship management, both internally with faculty and staff colleagues as well as externally with candidates and vendors, and success in implementing and managing human resources best practices along with strategic talent management initiatives.

**Specific Responsibilities**

- Support the strategic goals of the School by managing the human resources functions in ways that promote the School's values and contribute to the development and strengthening of the diverse, inclusive, positive and supportive School community and climate
- Design and implement hiring and onboarding procedures that best fit the School's mission and conform with human resources best practices; lead and manage the hiring process for members of the staff; consult with and support the Hiring Team in the hiring process for faculty.
- Assist School leadership in salary planning and budgets; complete salary and benefits surveys and analyses as appropriate
- Serve as the primary School contact with benefits vendors; review and manage plan design, benefit enrollment processes, reporting requirements, and documentation; arrange for continuing benefits education for employees
- Design leave plans so they are consistent with the School's mission and employee needs; manage workers' compensation, unemployment compensation, FMLA, PFML and other leaves, respecting both the needs of the employee and those of the School
- Supervise, mentor and work collaboratively with the Payroll and Benefits Assistant

- Oversee and review the bi-weekly payroll for accuracy; ensure compliance with payroll laws and regulations
- Work with *Health Joy*, *Employee Navigator* and the Middlesex payroll software to effectively integrate all databases and record keeping; maintain all personnel files
- Ensure timely and accurate compliance with all federal and state laws and regulations governing human resources, including filing required government reports, forms, and surveys
- Update personnel policies and procedures; continuously improve the Employee Handbook
- Manage the evaluation process for all staff; collaborate with Director of Faculty Development for faculty evaluations; provide manager training and support; serve as a resource for managers supervising employees with performance and/or employee relations issues; document all matters as appropriate
- Provide education in human resources best practices for managers and supervisors; serve as a role model by demonstrating professionalism and respect for all members of the Middlesex community
- Help manage risk by being attentive to the intersections between the School's risk management program, its insurances, and defined employee responsibilities; develop professional development training to mitigate risk; provide risk management support in the event of employee claims; conduct investigations and write reports as appropriate
- Recommend new approaches, policies, and procedures to introduce best practices and effect continual improvements in the efficiency of the department and services performed
- Other duties as assigned

## **Requirements**

- Bachelor's degree required; advanced degree preferred, as is a PHR or SPHR certification
- 10 years of progressively responsible human resources experience preferred, including at least five years supervisory experience
- A subject matter expert, demonstrating current and deep knowledge of applicable laws and regulations, trends, best practices, and new developments in field
- Self-starter with creativity, initiative and excellent problem-solving skills
- Ability to interact with employees at all levels of the school community and a well-developed collaborative work style
- ADP, Checkwriters, employee database systems, paperless systems and Excel expertise preferred
- Excellent oral and written communication skills
- Strong analytical skills with the ability to quickly and regularly adjust strategy based on the School's needs
- An independent and strategic thinker capable of understanding the full scope of projects while seeing individual tasks through to completion
- Project oriented, able to handle several tasks simultaneously, and an ability to prioritize multiple tasks under pressure while managing deadlines
- A strong commitment to education generally; understanding of secondary schools a plus
- A positive outlook, strong emotional intelligence, and a sense of humor
- Absolute integrity and confidentiality, coupled with an extraordinary work ethic

- Ability to pass a background check
- Fully vaccinated and “boosted”

## **To Apply**

Middlesex School is committed to the principle of equal employment opportunity and seeks employees who reflect and support our mission-driven commitment to a diverse school community. The school complies with all government regulations regarding non-discriminating employment practices and, beyond that, provides an atmosphere that ensures all have the opportunity to succeed on their own merit, qualifications, and abilities. Middlesex School does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any characteristics protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

To apply, please send a cover letter and a resume to Debbie Andrews at [deborahandrews@comcast.net](mailto:deborahandrews@comcast.net)