



Director of Employee Relations

About the Park School

Founded in 1888, Park is a leading Pre-K to Grade VIII independent school located on a 34-acre campus in Brookline, Massachusetts. We are a close-knit community that benefits from a diverse body of approximately 540 students and over 130 passionate faculty and staff. Our community is distinguished by genuine and warm relationships between students, teachers, and families and by small class sizes at all levels.

Park is committed to being a diverse, metropolitan, co-educational, day school. The School does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity, and expression, or family composition. Central to our mission is an appreciation of similarities and differences of perspective and the interdependence of all people. As a family school, our community is one in which the dignity of each child, teacher, staff member, and parent is respected.

The Director of Employee Relations provides strategic leadership in all areas of the human resources function in the interest of ensuring The Park School relates to all of its employees in a manner consistent with all of its stated values including diversity, equity, and inclusion. The Director of Employee Relations will work with the support of and under the supervision of the Assistant Head of School for Finance and Operations. Due to the nature of the Director of Employee Relations' work, they will partner with both the Assistant Head of School for Finance and Operations and the Head of School on a regular basis.

Roles & Responsibilities

- Provide leadership in all areas of the human resources function: talent management (recruiting, employment, onboarding, professional development, performance development and management, retention), compensation (salary and benefits), diversity, equity and inclusion, employee relations, coaching, and administration
- Develop a deep understanding of all aspects of the School in order to provide the highest level of support possible
- Develop collegial professional relationships with all faculty and staff
- Establish and maintain a service delivery model to include the highest levels of customer service
- Maintain the integrity of all human resources programs and ensure alignment with the School's mission and values and the incorporation of human resources best practices

- In collaboration with the Assistant Head for Finance & Operations, oversee the administration of all school benefits programs and continuously evaluate and recommend changes to the Head of School, as necessary
- Stay informed of changes in employment law and review the School's policies and procedures to seek continuous improvement and to achieve governmental and regulatory compliance
- Oversee employee communications related to human resources
- Establish an open and welcoming presence with employees and be available to answer questions and provide assistance with problem-solving on any issues or concerns
- Coordinate with the Assistant Head of School for Finance and Operations to calculate salary increases and prepare employee contracts annually
- Assist the Assistant Head of School for Finance and Operations with budgeting and forecasting payroll and benefits expense
- At least annually, update the Employee Handbook with assistance from legal counsel
- Develop and maintain professional relationships with service providers in the human resources arena, including the School's benefit insurance broker, insurance carriers, HR systems vendor, and legal counsel
- Ensure the specifications for employee files are clearly documented and implemented, and are fully compliant with legal and regulatory requirements.
- Support the design, maintenance, and execution of faculty and staff evaluation processes
- Conduct exit interviews and provide support for all departing employees such that they know their rights and responsibilities
- Manage the School's employee training programs that relate to human resources, including training required by state and federal guidelines
- Serve on the School's Audit & Risk Committee; Participate actively in the School's risk management program and work proactively to mitigate risk in the human resources area
- Collaborate with the Director of Human Resources to maximize the School's capabilities for managing data and the availability of employee self-service using the School's payroll and human resources information systems (current vendor is ADP)
- Participate actively in local and national professional associations to network with colleagues and keep informed of trends, employment law, and regulatory changes
- Other duties, as requested by the Head of School

Key Qualifications

- Five years of demonstrated successful HR leadership or three years of experience and a recognized senior professional certification (SHRM-SCP or SPHR) preferred; certification preferred regardless of the length of experience
- Bachelor's degree required; master's degree preferred
- Demonstrated knowledge of human resources best practices, employment law, and related regulatory compliance required
- Excellent oral and written communication and interpersonal skills required
- Highest regard for confidentiality and high ethical standards required
- Ability to work within a team and collaborate with colleagues required
- Advanced understanding of human resources information systems and web-based applications preferred

- Intermediate to advanced office technology skills required
- Strong organizational skills and attention to detail required
- Ability to develop and maintain strong working relationships with all constituencies in a school environment
- Experience working in a diverse community and strong interest in contributing to a diverse, equitable, and inclusive environment at work required
- Adherence to all personnel policies, procedures, and School rules required
- Ability to manage multiple tasks and projects under the pressure of deadlines required

Application Information

- Please visit The Park School Employment [page](#) to complete an application and upload your resume, cover letter, and names of three references (optional).
- Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience. The Park School welcomes candidates who will add to the diversity of our community and who have demonstrated commitment to diversity, equity and inclusion in their teaching and learning.
- The Park School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity and expression or family composition or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.