

Job Title: Human Resources Director	Job Code:
Reports To: Chief Services Officer	
Number Supervised: 2-4	FLSA Status: Exempt

Position Summary

Right At School, a fast growing educational enrichment company, is looking for a talented HR Director for our fast-paced company. Our mission is to inspire a love of learning and a commitment to healthy living. The Human Resources Director provides strategic Human Resources leadership, planning and execution of people solutions at a corporate level for our multi-location, multi-state company.

Principle Accountabilities & Deliverables

- Leads the talent management and developmental strategies in alignment with the company strategies and business objectives
- Directs all talent management initiatives including: talent acquisition; staffing; employment processing; compensation, health and welfare benefits; records management; safety and health; employee relations and retention; AA/EEO compliance; and labor relations
- Establishes job descriptions, career tracking and pay range recommendations for corporate and field structures, including new and emerging markets
- Manages recruiting across the multi-state, multi-location markets, including part-time field HR support and/or contract HR solutions
- Implements creative solutions to manage the employee life-cycle and increase retention and provides internal career tracking
- Develops human resources solutions by collecting and analyzing information and recommending courses of action
- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees
- Other duties as assigned

Knowledge, Skills, & Abilities

Education / Experience

- Bachelor's degree in Business, Human Resources or related field required. Master's Degree preferred.
- Minimum of five years of Human Resources experience including two to three years encompassing demonstrated experience in various HR disciplines such as employee relations, performance management, staffing, compensation, benefits, EEO/AAP, etc.
- Passion for education , a plus
- Must have experience working in a multi-site, multi-state environment.
- PHR / SPHR Certification preferred.

- Proven experience sourcing large numbers of part-time employees in a multi-state, multi-unit environment
- Proven experience managing HR professionals, including recruiters. Experience managing contract HR solutions a plus
- Strong proficiency in Microsoft Office applications and Google docs

Skills

- Excellent communication skills (verbal, telephone and written)
- Computer skills
- Strong organizational skills and the ability to multi-task, prioritize work and manage deadlines
- Must possess excellent judgment, problem-solving and decision-making skills
- Ability to collaborate with individuals and teams across the organization to contribute to the development of overall HR objectives
- Excellent analytic, problem solving and coaching skills
- Strong interpersonal skills, outgoing personality, and ability to be socially adept and professional in dealing with a wide variety of people
- A fun and collaborative teammate who pitches in wherever necessary

Abilities

- Must be able to lift, carry, push, or pull up to 5 pounds 5% or less of the workday
- Must be able to stoop, kneel, crouch, or crawl 5% or less of the workday
- Must be able to talk, see, hear, concentrate, think, learn and reason for all of the workday
- Must be able to sit and walk or otherwise move around for prolonged periods of time throughout the workday.
- Must be able to use a keyboard and do manual tasks for prolonged periods of time throughout the workday.

Work Environment

- Corporate office environment.
- Regular business hours, occasional overtime.
- Normal physical activity including movement, hearing, seeing and communication.
- General technology as it relates to office administration.
- Work is performed indoors in a climate controlled environment.

If interested, please contact Adam Case, Chief Services Officer, at adam.case@rightatschool.com.