



CRISTO REY JESUIT HIGH SCHOOL – TWIN CITIES
POSITION DESCRIPTION
www.cristoreytc.org

Position: Human Resource Director
Reports To: President
Location: 2924 4th Ave S., Minneapolis, MN 55408
Beginning: ASAP
FTE/Classification: Full-Time

School Description:

Cristo Rey Jesuit High School provides access to a Catholic, Jesuit, college and career preparatory education to unlock the potential of students of any culture, faith, or creed to transform our communities. All students are required to complete a rigorous, standards-based college preparatory curriculum and participate in the Corporate Work Study Program whereby each student works five days per month in a corporate work assignment. Cristo Rey Jesuit High School is a member of the Cristo Rey Network of 38 high schools around the United States that subscribe to similar demographic, academic, and internship program guidelines.

Our community is one of hard work and dedication. Our students work hard in the classroom and at their jobs. Our faculty and staff are dedicated and committed to our students' success. Our families work hard to contribute to their student's education. Our supervisors, volunteers and benefactors also play a pivotal role in supporting students in and out of the classroom. See www.cristoreytc.org for more information about our school.

Cristo Rey Jesuit High School is committed to creating and supporting an inclusive, diverse, and supportive work environment. We welcome people from all backgrounds, identities, and perspectives to contribute to a mission-driven learning community for students.

Position Summary:

Responsible for developing, and evaluating human resource-related initiatives that support the school's strategic goals. Provide consultation to management on strategic staffing plans, compensation, benefits, training and development, and budget. Leadership role in developing a culture that enables employees to perform in accordance to goal/objectives and core values. Member of the Senior Leadership Team.

Essential Duties and Responsibilities

Recruitment & Onboarding

- Full Cycle Recruitment
- Manage New Hire Orientation and On boarding process
 - Partner with Departments to create and monitor onboarding process
 - Serve as CRJHS primary contact with Virtus and all required background check
- Support the onboarding of new students ensuring I-9 compliance

Benefit Management

- Benefit Planning
 - Reviews all benefit information on an annual basis, assist in plan changes; including implementation and employee communication
- Benefits liaison
- Serve as the CRJHS contact for all employee benefit vendors
- Assist employees in understanding benefit programs, changes and policy guidelines
- Administer, monitor, & maintain Worker's Compensation, Unemployment, FMLA & COBRA

Compensation Management

- Compensation Planning
 - Ensure Job Descriptions are developed and maintained for all positions
 - Develop compensation structure and supporting policies and review/revise as necessary
 - Assist with review of budget on a yearly basis to ensure costs are accurate and within budgetary guidelines
 - Continuously manage/monitor turn-over experience rating, unemployment experience

Employee Relations Management

- Investigate, document and resolve all employee complaints in partnership with President, Principal and/or department Director in an efficient, effective manner
- Partner with the leadership team on any claims of Harassment, Discrimination, Unfair Treatment, and/or Criminal investigations
- Coordinate and maintain relationships with employment attorney(s)

Performance Management

- Provide support to the annual Faculty performance assessment and contract coordination
- Develop performance management trainings for managers
- Create and maintain non-faculty Performance Management Systems
 - Create performance management program, and monitor performance review process
 - Assist leaders in the creation and implementation of Performance Improvement Plans (PIP), as necessary
 - Coordinate all voluntary or involuntary employee exits

Legal Compliance

- Ensure handbook/policy includes legal disclaimers
- Ensure all newly updated Employee Laws are reviewed and implemented
- Ensure Legal Notices are up to date and properly displayed
- Ensure leadership is notified of any potential legal issues, Notices of Legal Representation, or high level employee relations matters
- With President ensure all Legal proceedings regarding employee related matters are attended.

Other Duties as Assigned

Requirements

Required Qualifications

- Bachelor's or higher academic in Human Resources, Business or related field
- Proven oral and written communication abilities
- Possess excellent technical computer skills including Microsoft Office
- Experience with performance based management preferred
- Professional Certification (SHRM) (preferred)
- Experience in education is desirable but not required

Experience

- Eight plus years of experience in Human Resources, employee relations, and other relevant experience
- Knowledgeable of principles and practices of human resources administration
- Demonstrated knowledge of federal, state and local regulations regarding employment and benefits, including COBRA, ADA, FMLA and FLSA. Payroll administration.
- Demonstrated ability to build relationship, coach, and influence change

Skills

- Excellent independent decision-making skills and strong resourcefulness
- Incredibly strong attention to detail
- Ability to work independently and in a team environment; willingness to collaborate is vital
- Critical thinking skills and the ability to look at current procedures with an eye for improvements
- Demonstrated the ability to work with the sensitive and confidential issues and efficiently communicate with a diverse group of individuals
- Ability to coordinate multiple projects while effectively managing priorities and deadlines
- Ability to build relationships throughout the organization at all levels
- Commitment to the mission of Cristo Rey Jesuit High School

Other information

Employees in their first three years of employment will participate in Ignatian Identity cohort meetings held every six weeks with the Director of Jesuit Mission and Identity to learn more about and engage with Jesuit and Ignatian values and spirituality. Also, they will attend the Ignatian Retreat for New Employees during the summer after their first year of employment, with expenses paid by the School. This workshop focuses on the importance of reflection on experience, Ignatian guiding principles, and the spirituality that animates Jesuit (Ignatian) education.

Please send cover letter, resume, and salary requirements to: humanresources@crstoreytc.org