



NEW ENGLAND INNOVATION ACADEMY

Job Description

Job Title:	Director of Human Resources
Department:	Administration and Operations
Reports To:	Head of Operations
FLSA Status:	Exempt
Date Prepared:	May 2023 Updated February 2026

Position Summary

NEIA is actively seeking a dynamic and visionary Director of Human Resources who will spearhead institution-wide efforts and initiatives in the field of human resources.

In this role, the Director of Human Resources will assume responsibility for providing comprehensive leadership and guidance in various areas, including workforce management, recruitment, compensation and benefits administration, performance management, professional development, and employee relations. Collaborating closely with the School Leadership team, teaching staff, and administration and operation staff, the Director will play a pivotal role in cultivating an employee-oriented, high-performance culture that upholds the highest standards of quality and productivity.

NEIA values innovation, experience, creativity, and engagement in its Director of Human Resources. The successful candidate will possess a forward-thinking mindset, bringing fresh ideas and strategies to enhance human resources practices within the institution. With a strong track record in human resources management, the Director will develop and implement strategic initiatives that align with the school's mission, vision, and values.

The Director of Human Resources will be an influential leader, skilled in building and maintaining collaborative relationships with stakeholders at all levels. They will provide guidance and support to managers and employees, fostering an inclusive and supportive work environment. Through effective communication and implementation of best practices, the Director will drive employee engagement, talent development, and retention initiatives.

NEIA is committed to attracting and retaining top talent, and the Director of Human Resources will play a pivotal role in achieving this goal. They will ensure that recruitment processes are streamlined, compensation and benefits packages are competitive, and performance management systems promote continuous growth and development.

Overall, the Director of Human Resources will be a strategic partner, driving the institution towards its goals by cultivating a culture of excellence, accountability, and professional growth. NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all work activities and actions. This full-time exempt position reports directly to the Head of Operations. The pay range for this twelve month position is \$90,000-100,000.

Essential Duties and Responsibilities include, but are not limited to, the following:

Human Resources Administration and Compliance

- **Regulatory Compliance:** With a commitment to adherence to Federal, State, and Local regulations, the Director ensures compliance in areas such as employee relations, recruitment activities, workers' compensation, unemployment, leave of absence, and benefits administration.
- **Policy Development and Communication:** In collaboration with school leadership team, including the Head of School, Assistant Head for School, Head of Operations, department directors, the Director plays a pivotal role in revising the School's policies, procedures, and practices. They serve as the primary communication vehicle to disseminate changes to school employees, including the ongoing revision and posting of the School's Employee Handbook.
- **Employee Lifecycle Management:** The Director oversees the entire employee lifecycle, from recruitment strategy and onboarding to exit processes. They contribute to the development of effective onboarding programs and ensure seamless transitions for departing employees.
- **Committee Involvement:** The Director actively participates in key committees and special projects within the administration, such as the Professional Growth and Development Committee. They collaborate with the HOS, Chief Academic Officer, on matters related to Teaching Staff Professional Growth and Development and facilitate community-wide employee events and activities.
- **Survey Verifications:** The Director completes employment verifications and participates in external surveys pertaining to various aspects of human resources, including compensation, benefits, and industry trends.
- **Performance Management:** Providing strategic direction and overall guidance, the Director establishes performance management standards and evaluation processes.

They ensure the effectiveness of the School's annual performance evaluation process, supporting a culture of continuous improvement and growth.

Through these responsibilities, the Director of Human Resources plays a vital role in ensuring the NEIA's compliance, establishing effective policies, supporting employee development, and facilitating a positive work environment for the entire school community.

Employee Relations

- **Employee Support:** The Director assists in addressing employee relations issues by working directly with department heads and supervisors. They provide strategic support in developing plans to address employee performance and behavior. Regular feedback is provided to the Head of School, Assistant and Head of Operations, and School Leadership Team and other relevant stakeholders.
- **Consultancy and Guidance:** The Director offers consultancy advice to School Leadership Team, Department Directors, assisting them in evaluating and reviewing departmental concerns. When necessary, they guide School Leadership Team, Departmental Directors and Managers in implementing performance correction measures to ensure a positive work environment.
- **Employee Relations Investigations:** At the direction of the Head of School, the Director guides employee relations investigations and provides necessary support.
- **Legal Consultation:** The Director consults with legal counsel when necessary, particularly in personnel matters. They work closely with the Head of School, Head of Operations to determine when legal guidance is required and facilitate the process accordingly.

By providing guidance, support, and expertise in employee relations matters, the Director of Human Resources helps foster a harmonious and productive work environment, ensuring that personnel issues are addressed effectively and in accordance with relevant policies and regulations.

Benefits Administration

- **Benefits Support:** To assist employees in resolving benefit-related issues such as claims or coverage. They also reconcile benefit premiums, run reports, monitor coverage, and audit premium invoices. Additionally, they collaborate with the Business Office for payment coordination.

- **Benefit Programs Communication:** To take the lead in negotiating benefit renewals and effectively communicate benefit programs to employees. They deliver information and materials, including the Open Enrollment Guide, and conduct presentations on various benefits and compensation topics to ensure employees are well-informed.
- **Benefit Administration:** The Director collects and maintains historical documents related to benefits. They manage benefit terminations and changes of status, reporting these changes to respective carriers. They also coordinate the administration of 401K retirement plans.
- **Employee Wellbeing Initiatives:** To identify opportunities for community education by designing and implementing comprehensive health and wellbeing offerings for employees.
- **Leave Management and Claims Handling:** To coordinates disability and unemployment procedures and manages employee leaves, including worker's compensation claims. They ensure compliance with relevant regulations and provide guidance and support to employees throughout the process.

By effectively managing benefit-related processes, facilitating communication, and promoting employee wellbeing, the Director of Human Resources contributes to a positive and supportive work environment, ensuring that employees have access to valuable benefits and resources.

Compensation and Payroll

- **Wage and Salary Program:** To assist the Head of Operations in developing and reviewing, preparing, and administering the School's wage and salary program. They provide support in ensuring fair and competitive compensation for all staff.
- **Employment Agreements:** Responsible for overseeing the distribution of employment agreements, including issuing annual offer letters to teaching staff and administration and operations staff upon hiring and on an annual basis.
- **Performance Management:** To provide strategic direction and overall guidance to align performance management standards and evaluation processes. They ensure the effectiveness of the School's annual performance evaluation process, contributing to a culture of continuous improvement and development.
- **Recruitment and Onboarding:** To provide compensation and relevant data to Head of School, Associate, Head of Operations, Leadership Team, hiring managers to facilitate

informed hiring decisions. To make initial hiring offers and ensure the delivery of high-quality recruitment and onboarding experiences for new employees.

- **Compliance and Payroll:** To serve as the primary resource on state and federal regulations, including ERISA, COBRA, FMLA, CFRA, ADA, and wage and hour laws pertaining to payroll. They liaise with the Paycor to ensure accurate and timely transfer of information for compensation adjustments and benefit deductions. The Director also reviews and monitors payroll processing to maintain accuracy.

By effectively managing financial and administrative aspects related to compensation, employment agreements, performance management, and compliance, the Director of Human Resources contributes to the overall effectiveness and efficiency of the school's operations.

Supervisory Responsibilities

- The Director of Human Recourse does not supervise any other employees at NEIA.

Education and/or Experience

- Bachelor of Arts or Science Degree required; advanced degree in Human Resources or related field.
- Minimum of 6 years of progressive experience in the field of human resources, including escalating authority of department level oversight and/or prior supervision of professional level human resources
- Excellent communication and interpersonal skills; resourceful problem solver; high level of discretion and proven record of maintaining confidentiality and sound judgment.
- Highly organized with an ability to demonstrate success both independently and in collaborative groups, within a fast-paced environment, that often requires juggling multiple priorities.
- Proficiency in Google Suite, MS Office, Adobe, and other software platforms preferred to successfully execute duties, along with a strong aptitude to learn new software programs as needed.

Physical Requirements

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand/sit for long periods of time.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around the classroom while teaching a class.
- Capable of adapting to frequent changes in position throughout the workday.

- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly, so listeners understand.
- Use hands and fingers for manipulation, educational tools, play equipment, keyboarding, and performance of first aid and CPR performance.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

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Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Director of Human Resources.

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org/>