

## **Head of Personnel & Community Care**

### **Summary of Position**

1. He/she advances the shared mission and vision of Lancaster Mennonite School.
2. He/she is responsible for facilitating, managing, and maintaining a positive people-centric culture of care.
3. He/she shall serve and support all faculty, staff members, and the school community by building culture and supporting teacher and student engagement.

### **Duties and Responsibilities**

1. Reports directly to the Superintendent.
2. Demonstrates anti-racism and cultural responsiveness to socio-economic diversity and gender differences. Demonstrates care of all peoples as an expression of Christian faith.
3. Participate in restorative meetings with parents to support principals with conflict resolution.
4. Lead, oversee and implement LM's Title IX.
5. Oversee, maintain and assist with the implementation of LM's Crisis Management Plan.
6. Work closely with the Superintendent on the strategic plan to develop annual goals and objectives consistent with LM's strategic priorities and goals.
7. Lead and develop project management process for developing and sustaining pathway partnerships with Community Based Organizations (CBO).
8. Supervise assigned personnel and assist administrators as it relates to all of LM's operations.
9. Attend Board meetings and prepare reports for the Board as the Superintendent may request.
10. Champion LM's mission and values by interacting with parents, outside agencies, businesses and the community to enhance the understanding of LM initiatives and priorities.
11. In collaboration with the Superintendent, maintain and update a leadership succession plan for the group and proactively identify new leaders.
12. Outwardly generate discussions about LM's culture and people to achieve LM's strategic interest to elicit support and assistance.
13. Maintain a network of peer contacts through professional organizations.
14. Responsible for HR duties including but not limited:
  - a) Develop and implement HR strategies and initiatives aligned with LM's values and strategic plan.
  - b) Bridge relations by addressing demands, complaints, grievances, or other issues.

- c) Promote diversity and belonging initiatives in alignment with LM's policies and values.
  - d) Ensure and administer the adoption of policies that improve faculty and staff experience, performance, satisfaction and an environment of position engagement.
  - e) In collaboration with principals, establish and conduct recruitment and hiring processes for all faculty and staff by crafting job descriptions and extending job offer.
  - f) Collaborate with Administrative Team members in the general onboarding and orientation for new faculty and staff; develop and standardize onboarding expectations, schedules, protocols and procedures system-wide.
  - g) Manage and conduct offboarding of staff, including exit interviews; analyze data and make recommendations to the Superintendent for corrective action and continuous improvement.
  - h) In collaboration with the CFO, support and guide termination of faculty and staff following the school's policies.
  - i) Partner with the leadership team to understand and execute the school's human resource and talent strategy, particularly concerning current and future needs, recruiting, retention and succession planning.
  - j) Provide support and guidance to the Administrative Team and other staff when complex, specialized and sensitive questions and issue arise; may be required to administer and execute routine tasks in delicate circumstances, such as providing reasonable accommodations, investigating allegations of wrongdoing and termination with restorative and people care strategies.
  - k) Create learning and development programs and initiatives that provide internal development opportunities for faculty and staff.
  - l) Attend training sessions and conferences to remain abreast of current best practices, programs and legal issues.
  - m) Facilitate faculty and staff disciplinary meetings, terminations and investigations.
  - n) Document the frankest feedback possible concerning individual or school culture, for instance, if school culture was a significant factor in retention, recruitment, faculty and staff satisfaction or decision to leave.
  - o) Maintain compliance with federal, state and local employment laws and regulations and recommend best practices; review policies and practices to maintain compliance.
  - p) Maintain knowledge trends, best practices, regulatory changes and new technologies in human resources, talent management and employment law.
  - q) Lead and determine strategic processes that will demonstrate LM's strategic priorities system-wide and synchronize them with faculty and staff's career objectives.
15. Perform other duties as assigned.

### **Requirements and Qualifications**

1. A Bachelor's degree in Human Resources, Business Administration or related field is required (Master's degree is preferred or experience equivalency).
2. A minimum of three years of human resource management and education experience is required.
3. SHRM-CP or SHRM-SCP is highly desired.
4. Embody a strong personal commitment to Anabaptist Christian values, seeking Jesus wholeheartedly and building bridges of peace while integrating a restorative justice approach within the educational system and living it out.

5. Participation in a local church.
6. Excellent verbal and written communication skills.
7. Excellent interpersonal, negotiation and conflict-resolution skills.
8. Excellent organization skills and attention to detail.
9. Strong analytical and problem-solving skills.
10. Ability to prioritize tasks and delegate them when appropriate.
11. Ability to act with integrity, professionalism and confidentiality.
12. Thorough knowledge of employment related laws and regulations in education.
13. Proficient with Microsoft Office Suite or related software.
14. Attends school events such as chapel, concerts, athletics, homecoming, professional development, etc.