



Human Resources Manager

Position Overview

St. Johns Country Day School, an independent, college-preparatory school, is seeking a Human Resources Manager who serves as the operational bridge between the School's mission and its workforce, overseeing all aspects of the employee lifecycle. The Human Resources Manager plays a key role in fostering a positive workplace culture, supporting employee growth, and maintaining efficient HR operations aligned with the School's strategic goals while ensuring compliance with employment laws and school policies. The Human Resources Manager reports to the Chief Financial Officer.

Core Responsibilities

Talent Management & Recruitment

- Lead recruitment efforts for faculty, administrators, and staff
- Screen candidates, coordinate interviews, and support hiring managers in selection processes
- Verify credentials, certifications, and employment eligibility
- Oversee background checks and onboarding processes for new hires
- Support workforce planning and staffing needs across divisions and departments

Compliance & Policy Administration

- Ensure compliance with federal, state, and local employment laws and regulations
- Maintain and update employee handbook, policies, and procedures
- Monitor and implement education-specific employment requirements and best practices
- Ensure accurate record-keeping and adherence to confidentiality standards

Employee Relations & Support

- Serve as a resource for employees regarding policies, benefits, and workplace concerns
- Manage employee relations, including conflict resolution, performance concerns, and disciplinary processes
- Promote a positive, inclusive, and professional workplace culture
- Support employee engagement

Benefits & Compensation Administration

- Administer employee benefits programs, including health, dental, retirement (e.g., 403(b)), and wellness offerings
- Coordinate benefits enrollment and communicate options to employees
- Assist with compensation planning and salary administration

Professional Development & Performance Management

- Identify professional development needs and coordinate training opportunities
- Support performance management processes and employee growth initiatives
- Collaborate with leadership to align professional learning with institutional goals

HR Operations & Systems Management

- Oversee payroll processing in coordination with the finance office
- Maintain accurate and confidential personnel records
- Manage HR systems and databases, ensuring data integrity and reporting accuracy
- Update organizational charts and staffing records

Qualifications & Skills

Education & Experience

- Bachelor's degree in Human Resources, Business Administration, Education Administration, or related field required
- Master's degree preferred
- Minimum of 3-5 years of experience in human resources or related field, preferably in an educational or nonprofit setting

Certifications

- SHRM-CP, SHRM-SCP, PHR, or SPHR certification preferred

Professional Competencies

- Strong interpersonal and communication skills
- High level of discretion and ability to handle confidential information
- Strong problem-solving and conflict resolution abilities
- Ability to manage multiple priorities and work in a fast-paced environment
- Knowledge of employment laws, HR best practices, and compliance requirements

Technical Proficiency

- Experience with HRIS and payroll systems preferred
- Proficiency in Microsoft Office and Google Workspace
- Familiarity with school systems (e.g., Veracross) preferred

Physical & Mental Requirements

Physical Requirements

- Ability to work in an office environment and move throughout campus as needed
- Ability to use standard office equipment and technology

Mental Requirements

- Ability to manage complex and sensitive situations with sound judgment
- Ability to multitask and prioritize effectively
- Ability to communicate clearly and professionally with diverse stakeholders

Working Conditions & Expectations

- Twelve-month, full-time position requiring regular on-campus presence

- Occasional evening or weekend hours may be required
- Expected to maintain confidentiality and professionalism at all times
- Commitment to supporting the mission and values of St. Johns Country Day School

Compensation & Benefits

Compensation is commensurate with experience, education, and qualifications. Full-time employees are eligible for a comprehensive benefits package, including medical, dental, vision, disability, tuition remission, professional development support, and participation in the School's 403(b) retirement program.

About St. Johns Country Day School

St. Johns Country Day School is one of the leading, non-sectarian independent schools in Jacksonville, Florida and maintains a PK3- Grade 12 school enrollment of 500 students. Learn more at sjcnds.net.

Accreditations

Florida Council of Independent Schools
Cognia

Application

Please send a cover letter and current resume to hkennedy@sjcnds.net

St. Johns Country Day School is an Equal Opportunity Employer and encourages all qualified candidates to apply. We do not discriminate based on any protected status under federal, state, or local law.