

POSITION PROFILE

On behalf of our client, The Blake School,
CohenTaylor Executive Search Services
is conducting a retained executive search for its

DIRECTOR OF HUMAN RESOURCES

BLAKE

Mission

The Blake School provides students with an excellent, academically challenging education in a diverse and supportive community committed to a common set of values. Students are expected to participate in an integrated program of academic, artistic and athletic activities in preparation for college, lifelong learning, community service and lives as responsible world citizens.

Core Values

Respect. Love of Learning. Integrity. Courage. Commitment to Pluralism.

Fast Facts

- Independent day school with campuses in Minneapolis, Hopkins, and Wayzata, MN
- Approximately 1,375 students and 350 faculty and staff
- Classroom average of 15-16 students
- Average graduating class size is 130 students
- 25% of students recognized annually by the National Merit program
- 30% of students identify as students of color
- 23% of students receive need-based financial aid
- Accredited by the Independent School Association of the Central States (ISACS)
- Member of the College Board, the Cum Laude Society, and the National Association of College Admissions Counselors (NACAC)

Learn more at blakeschool.org and on social media: [Facebook](#), [Twitter](#), [LinkedIn](#), [YouTube](#), and [Instagram](#).

BLAKE

Located in the Minneapolis metropolitan area, but maintaining a national academic reputation, The Blake School is an independent, nonsectarian, coeducational day school for students in pre-kindergarten through grade 12. Founded in 1900, The Blake School has the advantage of three campuses each with its own facilities designed for specific ages, schedules and activities. Students are from almost 50 communities around the Twin Cities, defining Blake as a truly metropolitan school. Blake students aren't just book-smart, they are also imaginative, analytical, and empathetic. They excel as artists, athletes, and performers. They think, solve problems, and create. Students graduate from Blake prepared to make our world better – and more interesting.

Commitment to Pluralism

The Blake School believes that a diverse society enriches all individuals and communities. Diversity of race, ethnicity, national origin, geography, religion, gender, affectional or sexual orientation, age, physical ability, and marital, parental or economic status forms the fabric of our society. As a result of these beliefs, The Blake School actively seeks students, families and employees who value and contribute to the fullness of a diverse community within the context of its mission.

History

For more than 110 years, The Blake School and its predecessors — Northrop Collegiate School (1900), Blake School (1907), and Highcroft Country Day School (1958) — have provided excellent education for students in the Twin Cities area. In the early 20th century, a small group of families who wanted to prepare their children for schools in the East founded Blake (for boys) and Northrop (for girls) in Minneapolis. Migration to the Minneapolis suburbs led to the 1958 incorporation of Highcroft, a co-ed elementary school in Wayzata. The three schools merged to become The Blake School(s) in 1974.

The Role

The Blake School is seeking a hands-on and strategic HR practitioner to serve as its Director of Human Resources. The Director will bring a balance of strong HR expertise and exceptional people skills to foster and develop systems to support all School employees. They will lead with organizational awareness, strong business acumen, and a willingness to connect and collaborate to provide HR support to both academic and non-academic divisions of the School. A champion of The Blake School, the Director of Human Resources will use a people-centered approach to promote and strengthen the organizational mission, values, and help advance the School's commitment to pluralism.

The Director of Human Resources will lead and manage all functional areas of HR, including the implementation and administration of School policies relating to HR activities, administer employee benefits programs, oversee payroll and benefits, and ensure that all personnel-related activities are in compliance with federal and state law.

The Director of Human Resources reports directly to the Chief Financial and Operating Officer and oversees direct supervision of a team consisting of the Human Resources Assistant and the Payroll Coordinator. The position is based out of the Hopkins campus and includes regular visits to the School's other campuses.

Essential Functions and Responsibilities

Compliance

- Annually reviews and makes recommendations to executive administrators for improvement of the school's policies, procedures and practices on personnel matters.
- Communicates changes in the personnel policies and procedures and ensures proper compliance.
- Maintains knowledge of industry trends and employment legislation.
- Maintains responsibility for compliance with federal, state and local legislation pertaining to all personnel, payroll and benefits administration matters.
- Develops and maintains a compliant human resource information system and other HR/payroll related systems that meet the school's personnel and information management needs.

Payroll/Compensation

- Maintains current knowledge of applicable state and federal wage and hour laws.
- Supports administration in the annual contract and salary increase process.
- Provides backup assistance for the Payroll Coordinator.

Employee Relations

- Provides a supportive environment for employees in crisis, while maintaining the needs of the school.
- Consults with legal counsel on personnel matters as appropriate.
- Works directly with executive administrators and division/department directors to assist them in carrying out their responsibilities on personnel matters.
- Responds to employee relation issues such as employee complaints, harassment allegations and civil rights complaints.

Employee Welfare

- Manages and administers the school benefits program, including all health and welfare plans and the 403(b) retirement program.
- Manages the annual 403(b) audit process and form 5500 submission.
- Leads employee wellness and safety initiatives.
- Oversees administration of workers' compensation and unemployment programs.
- Oversees administration of employee leave programs.

Essential Functions and Responsibilities (continued)

Training and Development

- Administers the annual review process for non-faculty employees.
- Recommends, evaluates and participates in employee development for the organization.
- Facilitates or provides employee compliance training programs.

Employment Lifecycle Management

- Oversees management of the Applicant Tracking System.
- Advises and holds administration accountable to hiring best practices.
- Manages information flow for notification of new hires, terminations and employee status changes.
- Oversees the full cycle of the HR/payroll/benefit onboarding and offboarding process.

Other

- Participates on committees and special projects.
- Completes HR-related sections of annual INDEX survey and responds to requests for HR information.
- Other duties as assigned or required.

Minimum Qualifications

Required:

- Bachelor's degree.
- Minimum of 5-7 years of exempt-level experience in human resources.
- Demonstrated skill in addressing employee concerns both by investigation and mediation.
- Excellent oral and communication skills, attentive to detail, and superb organizational skills.
- Knowledge of state and federal employment laws and their implications.
- Minimum of 3 years experience with payroll and payroll related software.
- Ability to work with people and information effectively and sensitively; maintain poise and confidentiality in all situations; and support Blake's Mission, Core Values and Commitment to Pluralism.
- Experience in HRIS database management.

Preferred:

- HR Certification (SHRM-CP, SHRM-SCP, SPHR or PHR).
- MA in Human Resources Management or Organizational Development.
- Experience in independent schools.

For more information or to send your credentials, please email BlakeSchool@cohentaylor.com.

All inquiries will remain confidential.



Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities
The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.