



The Mission of Saint George's School:  
**Inspiring Scholars, Athletes and Artists to serve and lead others.**

### **Professional Opportunity: Human Resource Manager (Part-time)**

Saint George's School is a non-religious independent K-12 school, serving a population of approximately 325 students from the greater Spokane area. The school offers a vibrant and challenging academic program highlighted by the International Baccalaureate (IB) Diploma Programme in 11th and 12th grades and complemented by a well-developed set of enrichment offerings. Students thrive due to a low student-teacher ratio and a caring, enthusiastic, knowledgeable, and dedicated faculty who are open to collaboration and team building. SGS seeks team members who commit to continue their growth as professionals, both through reflective practice and professional development.

#### **Responsibilities:**

The HR Manager is responsible for supporting, developing, and implementing HR strategies and initiatives aligned with Saint George's overall mission and strategic plan. The HR Manager works collaboratively with various stakeholders in support of school-wide initiatives and will manage independent projects in support of individuals and various groups throughout the School. The HR Manager helps to design systems and implement processes that help the School recruit, develop, and retain a talented, culturally competent, and diverse faculty and staff who are dedicated to supporting curious and engaged life-long learners.

Reporting to the Chief Financial Officer, the HR Manager will bring creativity, clarity and empathy to help assess, formulate, recommend, and implement human resources policies, procedures, and objectives on topics associated with employee relations and employee rights, benefits, and employee health and wellbeing. The HR manager will lead the development of benefit orientations and other benefits training for employees, will communicate HR policies, procedures, programs, and laws, and will bridge management and employee relations by addressing demands, grievances, or other issues. The position will recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

In collaboration with the Head of School and the Chief Financial Officer, the HR Manager will review and manage the Schools' wage and salary structure and pay policies and will monitor all pay practices and systems. The HR Manager will help develop competitive salary practices that support the School in achieving their strategic goals for recruitment and retention.

The HR Manager is also an integral member of the recruitment and onboarding process. Working closely with the Division Heads, the HR Manager will enhance and deploy effective recruitment and onboarding processes. The latter are designed to help new faculty and staff learn about Saint George's School, understand available resources and how to access them, and feel welcomed and supported throughout their first year and beyond. Additionally, the position will work in partnership with the Division Heads to support professional development initiatives, providing necessary education and materials to employees, including workshops, manuals, and employee handbooks, as well as to support the annual professional growth and evaluation process.

As the lead HR professional, the HR Manager will lead the Schools' compliance with all existing labor, legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Paid Family Medical Leave (PFML), Employee Retirement Income Security Act (ERISA), the Department of Labor, Workers' Compensation, the Occupational Safety and Health Administration (OSHA), and so forth. This is a non-unionized workplace. The HR Manager will prepare the necessary information requested or required for compliance with laws and serve as the primary contact with the company employment law attorney and outside government agencies.

Saint George's strong community starts with the faculty and staff who are dedicated to the growth, health,

and education of our students. By serving as a champion for the Schools' employees, the HR Manager allows faculty and staff to focus on upholding the mission and the students at the core of the institution.

### **Position Overview: Core Duties and Responsibilities**

The HR Manager:

- Assesses, designs, recommends, and implements human resource policies and procedures related to employee relations and employee rights, benefits, and employee health and wellbeing;
- Investigates employee issues and conflicts and brings them to resolution;
- Develops training materials to help ensure employees understand and are provided the necessary tools to be compliant with the employee handbook;
- In partnership, manages the overall staffing process, including developing culturally responsive practices for recruiting, interviewing, hiring and onboarding;
- Ensures job descriptions are culturally responsive and up to date and compliant with all local, state and federal regulations;
- Serves as a member of the School's Benefits Committee.
- Negotiates group health insurance rates, retirement plans, and other benefits with third party providers;
- Seeks, develops, and maintains partnerships and creative collaboration with the Northwest Association of Independent Schools HR network;
- Fulfills other duties as assigned; and,
- Reports to the Chief Financial Officer.

### **Qualifications:**

The HR Manager will demonstrate key elements of the listed expertise and experiences. This is an aspirational list and Saint George's School encourages candidates to apply who may not currently possess, but are working on building, all of these qualities. The HR Manager:

- Holds a bachelor's degree from a four-year college or university or similar work experience required;
- Has at least 5+ years of experience in progressively responsible human resource roles;
- Has at least 3 years of experience in labor and employee relations;
- Has at least 3 years of experience in a supervisory role;
- Holds PHR/SPHR certification;
- Has a high level of proficiency in Word, Excel and with Microsoft products;
- Has strong database skills, specifically with payroll systems;
- Has experience in benefits administration, performance management, communication processes, compensation and wage structure;
- Has experience with cultural-competency or DEI practices;
- Is a strong communicator and empathetic listener;
- Is innovative;
- Is a mentor, a guide and a team-builder;
- Is eligible to work in the United States.

### **Salary & benefits**

Compensation includes competitive benefits including medical, a retirement plan, and salary commensurate with experience.

**Application Process:** Applicants should submit a cover letter, Saint George's School application (required- see [www.sgs.org](http://www.sgs.org)), resume, transcripts, and at least three letters of recommendation to:

Please email your application materials to [employment@sgs.org](mailto:employment@sgs.org). Although email is preferred, you may also mail your application materials to:

*Saint George's School  
Attn: Employment Opportunities  
2929 West Waikiki Road  
Spokane, WA 99208-9209*

Timeline: Applications for this position will be accepted until filled.