



WICHITA COLLEGIATE SCHOOL

Wichita Collegiate School Opportunity Profile Wichita, Kansas

Director of Human Resources

Department: Administration

Position Commences: June 1st, 2022 (*Earlier start can be negotiated and would be preferred*)

At Wichita Collegiate School (WCS), our Faculty and Staff are committed educators who are experts in their fields and passionate about the growth and learning of young people. The Director of Human Resources is an outstanding professional opportunity to join Wichita Collegiate's administration and to play a key role in firmly establishing Collegiate as an educational leader and innovator in its field. The most promising candidates will be highly collaborative, energetic, and strategic visionaries who understand the interdependence of all aspects of an institution and are eager not only to be at the forefront but to establish a culture of excellence in how the institution carries out its human resource functions. Candidates should be committed to enhancing Collegiate's leadership among independent schools nationwide as well as their own thought leadership within their profession.

Why Collegiate?

Wichita Collegiate School's faculty and staff make up a supportive and diverse community of colleagues who are experts in their fields and dedicated to lifelong learning. All faculty are engaged in professional growth plans that encourage them to further their expertise.

All faculty and staff engage in a variety of valuable professional development opportunities, both on campus and around the country supplemented by a healthy budget to support these opportunities.

Wichita Collegiate School also offers a complete benefits package including medical, dental and vision insurance; a 403(b) plan with a generous annual match; term life and disability insurance; supplemental insurance plans; and flexible spending account, child tuition remission of 50% and more.

General School Information

Wichita Collegiate School (WCS), is a coeducational, college preparatory, independent day school for students in Early Childhood 2-year-olds through Grade 12.

For more than 55 years, Collegiate has nurtured inquisitive thinkers, compassionate citizens, and students who are prepared to have a positive impact on their communities. Grounded in the values that have sustained it over the course of more than a half century, Collegiate provides its students with a challenging academic environment supported by its long-standing history of being a highly balanced institution with equal excellence in academics, the arts, and athletics.

Located in East Wichita on a 42 acre campus, Wichita Collegiate is home to just under 900 students in four divisions. These divisions are named Early Childhood, Lower School, Middle School, and Upper School.

Wichita Collegiate School is accredited by the Independent Schools Association of the Southwest (ISAS), is a member of the National Association of Independent Schools (NAIS), and is a member of Independent School Management (ISM).



Position Description: The Director of Human Resources proactively develops HR policies and strategies and directs and coordinates human resources programs for all divisions, including talent acquisition, compensation and benefits, employee relations, reward and recognition, health and wellness, performance feedback, diversity and inclusion, and employee services. The Director of Human Resources will report directly to the Director of Operations, but will also work closely with the Head of School.

Essential Functions:

- Develops and maintains the School's human resources policies and procedures included in the Employee Handbook
- Oversees the development and consistent administration of employee benefits programs such as life, health, dental and disability insurances; retirement plans; time off; and employee assistance; ensuring compliance with plan documents, school policy, and all state and federal regulations
- Directs the administration of payroll programs and processing with the business office
- Develops and ensure a consistent and robust talent acquisition process in coordination with department representatives and the Head of School to include recruitment, advertising, position descriptions, offer preparation, and onboarding
- Leads and facilitates the recruiting, interview, and selection process to fill vacant positions
- Develops and manages the succession planning process for identified mission critical roles
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures the School's policies, procedures, and reporting are in compliance.
- Oversee the analysis, maintenance, and submission of records required by law.
- Develops and facilitates new employee onboarding to foster positive attitude toward the School's mission, vision and values
- Assists with identifying and developing opportunities for ongoing employee training and professional development; ensure appropriate training in hiring, performance reviews, employee safety, harassment prevention, and other relevant HR-related topics
- Serves as the primary point of contact in conjunction with the Director of Operations and Head of School relative to employee terminations, including preparation of employee separation notices and related documentation, if applicable
- Ensures an environment that promotes the wellness of employees through education, behavioral change, and cultural support
- Manages and oversees the implementation of an HR Information System to support the employee initiatives of the school
- Ensures data integrity of human resource related files and records
- Applies compensation strategy consistently and equitably via annual salary survey/market analyses; creation of Total Compensation Statements for all employees; review of and consultation on employment offers; administration of Department of Labor Fair Labor Standards Act.
- Prepares and maintains accurate job descriptions and organizational charts
- Consults with administrators and employees in resolution of employee relations issues
- Designs and administers an employee satisfaction and engagement survey; provide solutions for opportunities identified through survey results
- Consults with legal counsel, as necessary, to minimize potential liability
- Maintains complete confidentiality on all matters related to sensitive information of all facets of the school.



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Professional Qualifications:

- Bachelor's degree and a minimum of five years of human resources experience demonstrating progressive responsibility; Master's degree in related field preferred
- HR certification preferred (SHRM-CP/SCP or PHR/SPHR)
- Experience in working in K-12 independent/private education or non/profit of similar size preferred
- Ability to communicate effectively with people at all levels in the organization
- Advanced working knowledge of human resource principles, procedures, and practices
- Ability to effectively deal with multiple priorities, functions, and activities
- Working knowledge and skill of basic business software, including word processing, spreadsheet, and database tracking systems. Experience with Blackbaud financial software would be preferred.
- An interest in professional growth, development, and leadership opportunities
- The ability to communicate positively, openly, and in collaboration with students, teachers, peers, and the parent community

Why Wichita?

Not only has Wichita been named an All-American City four times since 1962, it also consistently ranks among the top cities nationally for quality of life. These accolades communicate affordability, short and easy commutes to work and a high level of public safety for your family - attributes you simply can't find in most metro areas.

- [One of the Coolest Cities in America](#)
- [Top 10 City for First-Time Homebuyers](#)
- [Top City for Work-Life Balance](#)
- [Wichita Ranks Among Top 100 Best Places to Live](#)

How to Apply: Interested and qualified candidates should email the following materials; A cover letter, resume, and a list of five professional references to the attention of Nathan Washer, Head of School, nwasher@wcsks.com by February 25th, 2022

Equal Employment Opportunity Statement: Wichita Collegiate School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.