



# The Village School of Naples

## DIRECTOR OF HUMAN RESOURCES

📍 Naples, FL

**START DATE: June 1, 2024**

### ABOUT US:

**The Village School of Naples** The Village School of Naples is more than an institution; it is a vibrant community committed to shaping the future leaders of tomorrow. Our educational approach is rooted in hands-on experiences, fostering an atmosphere where creativity and curiosity thrive. We believe in a holistic approach to education, emphasizing not only academic excellence but also the development of character, empathy, and a lifelong love of learning. We are fully accredited by the Florida Council of Independent Schools (FCIS), Southern Association of Independent Schools (SAIS), and are members of the National Association of Independent Schools (NAIS). We are also members of the National Honor Society, and most recently, we were recognized by the College Board's Advanced Placement (AP) program as a Platinum school. Platinum is the highest of four levels of distinction awarded to high schools nationwide.



### JOIN OUR TEAM AT THE VILLAGE SCHOOL OF NAPLES

The Village School of Naples is a private, co-educational, independent school offering PreK3 through 12th grade students an innovative and impactful educational experience in an inclusive Christian environment. Our school faculty and staff are on a dynamic journey of growth, and we are excited to invite dedicated and passionate professionals to join our team for the 2024-2025 school year. At The Village School, we foster an environment that values inquiry-based, student-centered learning. Our commitment is to empower and inspire students to become critical thinkers and innovative problem solvers in the face of challenges in our ever-changing world.

### SUMMARY:

The Village School is seeking a dynamic **Human Resource Director**. The Director will be responsible for the full-cycle Human Resources process, including: recruitment, onboarding, personnel matters, benefits, annual contracts, and compliance documentation. The Director works collaboratively with the HR Director of North Naples Church on all HR related matters affecting both entities. The HR Director reports to the CFO/COO. This is a Year Round, 12-month position.

### QUALIFICATIONS:

- Bachelor's degree related to the field of Human Resources is required. Master's degree and professional HR certification preferred.
- 7+ years' experience in field of HR and in essential functions listed above.
- HR experience in an education or independent school environment preferred.
- Excellent track record in recruiting and retention techniques.
- Requires independent thought and excellent decision making capabilities.
- Ability to prioritize a number of projects, assimilating information with accuracy, and consistent attention to detail and meeting schedules and deadlines.
- Ability to demonstrate initiative, leadership, and collaboration.
- Ability to deal with difficult situations in a professional manner.
- Excellent written and verbal communication skills required with strong follow up and follow through.
- Possess effective written and oral communication skills and organizational and interpersonal skills working with all constituents in a school environment.
- Possess strong people management skills and emotional intelligence; build strong professional relationships with all levels of employees and network with other HR professionals.
- Physically, the position requires walking, standing, and sitting for long periods of time in an office environment.



## DUTIES AND RESPONSIBILITIES:

- Manage the employment process to include recruitment, selection, orientation, and onboarding in accordance with best practices; facilitate new hire benefit enrollment process; manage separation process.
- Counsel leadership on a variety of HR related matters including: sensitive issues, job reclassifications, job descriptions, progressive discipline and disciplinary actions, separations, risk mitigation, policy interpretation, employee relations, and conduct investigations.
- Maintain organizational compliance related to Human Resources in accordance with local, state, and federal law as well as accrediting bodies.
- Manage background and fingerprinting process in compliance with regulations and in coordination with Florida Department of Law Enforcement VECHS program and Department of Children and Families.
- Administration of HR Information System (HR, ACA, Applicant Tracking, Attendance, Benefits, Payroll); responsible for data integrity and working with internal Payroll to troubleshoot issues and consulting product support for issue resolution.
- Work collaboratively with NNC HR Director in regard to HR related Accounting matters affecting both entities.
- Work collaboratively with NNC HR Director and benefits broker in regard to benefit plan renewals, request for proposals, plan design, and open enrollment process including: employee meetings, enrollments, and system configuration.
- Work collaboratively with NNC HR Director to file annual joint EEO-1 report for both entities.

- Ensure compliance with medical benefit legislation to include annual disclosures, annual organization filings, Affordable Care Act compliance including: ACA status, coverage, annual employee 1095-C forms.
- Regularly monitor personnel policies, review employee handbook annually, and develop recommendations for improvement of policies and practices; obtain annual acknowledgements.
- Responsible for maintaining an up to date compensation system and managing the performance evaluation process.
- Review all monthly benefit invoices, dispute discrepancies, and approve for payment.
- Administer retirement plan in accordance with plan rules and serve as point of contact for employees and provider; employer portal administrator.
- Manage employee leave and accommodations in accordance with applicable laws.
- Report workplace injuries, coordinate worker's compensation process, and maintain required records and OSHA logs.
- Respond to communications/claims received by Florida Reemployment Assistance and attend hearings.
- Serve as a member of the Health and Safety Team.
- Maintain all personnel files in accordance with best practices and legal requirements.
- Respond to all HR related employee inquiries and address or escalate as necessary.
- Lead HR related projects as necessary and determined by leadership.
- Perform other duties as assigned.

## HOW TO APPLY:

The Village School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Human Resources Director, Tonya DuBois), a resume, and a list of at least three professional references consolidated as a single PDF document to Laura Sanchez, Recruiter, at [laura@dovetailedsourcing.com](mailto:laura@dovetailedsourcing.com).

If you are passionate about education, embrace innovation, and are ready to be part of a community that values gratitude, growth and collaboration, we invite you to explore opportunities at The Village School of Naples. Join us in our mission to prepare students for success in a rapidly changing world.

## Equal Employment Opportunity:

*We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, pregnancy, religion, disability/handicap, genetic information, sexual orientation, gender identity or expression, or any other protected status in accordance with the requirements of all applicable federal, state, and local laws.*

## WHY JOIN THE VILLAGE SCHOOL?

- **Innovative Teaching Philosophy:** We embrace an energetic and hands-on approach to education, providing our teachers and specialists with the freedom to inspire and be inspired by their students.
- **Collaborative Environment:** Collaboration is at the heart of our educational philosophy. We believe that together, we can achieve more, and our faculty actively engages in ongoing discussions about interdisciplinary S.T.R.E.A.M. (Science, Technology, Religion, Engineering, Arts, Math) and project-based learning.
- **Student-Centered Learning:** Our commitment to the whole student goes beyond academics. We strive to create an environment where every student feels seen, heard, and valued. Beyond academics, our students are known, nurtured, and loved.
- **Experiential Learning Opportunities:** As a teacher or learning specialist at The Village School, you will have the opportunity to contribute to student research and experiential learning, creating a classroom experience that extends beyond traditional boundaries.
- **Mission-Driven Community:** Our mission is clear – to provide an environment that empowers and inspires students to think critically and create innovative solutions. By joining The Village School, you become a vital part of a community dedicated to shaping the leaders of tomorrow.