

## Director of People and Culture

**Reports to:** Chief Financial & Operating Officer

**FLSA Qualification:** Exempt

**Position Purpose:** The Director of People and Culture is a key position, responsible for leading Human Resources initiatives, including interface with the Board of Trustees on P&C strategic priorities, aligning compensation and benefits with our culture and benchmarks, and ensuring legal compliance. This administrative position will lead all areas of human resources strategy and operations, supporting the School's faculty and staff while promoting a positive, values-based workplace culture.

Good Shepherd Episcopal School seeks a forward-thinking, innovative, collaborative professional who is passionate about our school's mission and values. As a member of our team, you'll be part of a community where every role contributes to the growth and success of our students and our school. We believe our faculty and staff are the heart of Good Shepherd, and we are committed to supporting their growth and encouraging fresh, creative approaches to school enhancement. Here, you'll find more than a workplace, you'll find a supportive community that values your talents, encourages professional growth, and celebrates the joy of learning together. Employees at Good Shepherd are not only supported in their professional journey, they are celebrated.

### Essential Functions:

- Uphold and support the vision, mission, and values of the School
- Bring fresh P&C strategies to the community, understanding how they enhance culture and create a positive climate, positioning the school as an employer of choice.
- Interface with school leadership and Board of Trustees, communicating the importance and value of P&C strategies
- Lead the design of the school's Characteristics of Professional Excellence and use it to update performance evaluations
- Collaborate with colleagues and community members while maintaining a positive team attitude.
- Treat each member of our community with dignity and respect.
- Benefits Administration & Strategy
- Strategic HR matters
- Supervision of HR staff

### Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Minimum 5 years' experience in HR required
- SHRM and/or PHR certifications preferred
- Interface at the executive and/or board level preferred
- Supervisory experience is a plus

**Disclaimer:**

This job description provides a general overview of the responsibilities and expectations associated with the position. It is not intended to serve as an all-inclusive list of duties, skills, or requirements.

*GSES is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex (including sexual orientation or gender expression), religion, national origin, age, disability, genetic information, military status, or any other basis prohibited by law in accordance with applicable federal and state laws.*