Title: Human Resources Manager
Reports To: Associate Head for Finance and Operations/Chief Financial Officer
Status: Full-Time Exempt
Start Date: As soon as possible

ABOUT MASTERS:
The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION AND BELIEFS STATEMENT:
The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

In addition, The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting.

SUMMARY
The Masters School seeks an outstanding candidate for the position of Human Resources Manager. Primary responsibilities include benefit administration, payroll coordination, support for the recruiting and hiring process, regulatory compliance and reporting, and employee relations.

Essential Duties and Responsibilities:
• Under the supervision of the Chief Financial Officer, manage benefits administration and coordinate all benefit programs (health, dental, vision, 403(b), LTD/STD, Life/AD&D, COBRA, etc.), use benefits platforms (Navigator)
• Facilitates employee benefits management, employee & employer contributions, and coordination with payroll; annual benefit renewals and claims resolution for employees, including all related employee communications, reporting changes, coordinating payroll deductions, billing, problem solving and claims resolution
• Coordinates annual Open Enrollment for all employee benefits (medical, dental and Section 125 Plans)
• Ensure compliance with all federal, state and local employment laws such as FMLA, ADA, Sexual Harassment, OSHA, Worker’s Compensation, ERISA, etc.
• Support recruitment of employees with hiring managers, including coordinating position postings, collection and maintenance of job descriptions, providing support for the Hiring Manager as requested, and preparing new hire information packets.
• Conduct background checks, coordinate offer letters with the Head of School’s office
• Coordinate and implement on-boarding and new hire orientation
Manage employee separation process for both voluntary/involuntary termination
Maintain employee files and applicant documentation in accordance with governing agencies
Manage and track employee disciplinary action. Counsel employees regarding disciplinary problems and provide mediation when necessary.
Process all unemployment notices and claims in a timely, efficient manner. Attends unemployment hearings when necessary.
Interact with union officials and adheres to terms of labor contract by monitoring day-to-day implementation of policies concerning wages, hours and working conditions.
Administer mandatory trainings including Sexual Harassment Prevention & Protecting Children: Identifying and Reporting Misconduct for all new and current employees annually.
Manage Worker’s Compensation program (file claims, annual audit, follow-up, etc.).
Coordinate with the Chief of Staff to manage personnel policies and procedures; preparation and maintenance of employee handbook, guides and policy documents.
Maintain HR-related documents and policies.
Support other projects, initiatives or processes as necessary.
Serve as a confidential and trusted resource to supervisors.

Minimum Experience:
• Minimum of 3 years of experience in a HR role.
• Independent school experience is a plus.

Knowledge, Skills, and Abilities:
• Excellent communication skills, both written and verbal required.
• Proficient in MS Office and Google applications, particularly Excel spreadsheets, required.
• A willingness to be a visible presence in all areas of school life required.
• Strong understanding of local, state and federal employment practices, policies, and laws required.
• Exceptional organizational skills and attention to detail required.
• Experience with HRIS desired.

HOW TO APPLY:
To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, three references via email to careers@mastersny.org (Adobe® PDF format preferred) and include “Human Resources Manager” in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

BACKGROUND SCREENING:
The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

* * * * *

The Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Our employment decisions are made solely on an individual’s ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not
access an employee’s personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited.

In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including vaccination mandate, mask wearing, physical distancing, symptom tracking etc.