

## **HUMAN RESOURCES DIRECTOR: MONICA VILLARREAL**

### **Number of Employees Under Supervision: Approx. 115**

1. Support and assist all Pillars in the management of all personnel, ensuring that the chain of command is followed.
2. Be available to any FAB employee with questions of contract, salary, insurance, retirement, or concerns.
3. Apply and implement clear lines of authority, assign personnel, and develop job descriptions in conjunction with the Pillar Team.
4. Work closely with the Pillar team to lead and facilitate any needed organizational change initiatives; implement initiatives to improve employee engagement and morale.
5. Receive and process employee and volunteer applications, resignations, and terminations.
6. Manage compensation and benefits programs to ensure they are competitive and align with the organization's budget; manage HR budget to ensure cost-effective use of resources.
7. Manage personnel affairs, including recruiting/securing staff, background and reference checks, developing contracts, answering questions related to salaries and benefits, recommending continuance, dismissal, or discipline of staff, etc.
8. Maintain regular communication with staff members to gauge the general cultural environment and address any noted concerns.
9. Manage employee relations, including conflict resolution, disciplinary actions, and promoting a positive work environment.
10. Create and update HR policies and procedures to ensure they are legally compliant and support the organization's goals.
11. Assist leadership in obtaining and maintaining accreditation. Maintain all personnel files for accreditation compliance. Coordinate with ACSI for annual accreditation renewal.
12. Maintain records of CEU's / ACSI Accreditation employee standards for all employees.
13. Conduct annual updates to all personnel records, including background checks, emergency contact, certification renewals, personal contact information, etc.
14. Partner with the Head of School and Pillars to train and evaluate employees yearly.
15. Schedule and oversee interviews, selection, training, and supervision of substitutes, tutors, resource persons, and receptionists.
16. Schedule at regular intervals, training for staff members of each building in CPR and first aid methods.
17. Oversee and maintain employee engagement programs in coordination with the Events Director (Employee of the Month, Teacher Appreciation, Tenure celebration, etc).
18. Assist the Head of School with monthly board preparation and recording.
19. Update Accounts Payable on any employee salary adjustments, prorations, or changes in benefit selections.
20. Partner with Accounts Payable on confirming the best employee benefits.
21. Maintain inventory and distribution of keys and parking tags.
22. Work closely with Pillars to ensure legal compliance in all employment-related questions or concerns.
23. Facilitate all Worker's Compensation claims and work closely with the Head of Security to maintain compliance with OSHA reporting requirements.
24. Oversee implementation and facilitation of HRIS systems and platforms for personnel record management.