



Job Description

Title: Managing Director of Human Resources
Division: Making Waves Academy Schools (MWAS Central Office)
Location: Richmond, CA – Blume Drive
Reports to: Chief Executive Officer
Status: Full-time, Exempt
Supervises: Director of Human Resources

Our Story

Making Waves Foundation was founded in 1989 as a mentoring program to address the disparity in educational opportunities for low-income students in Richmond, CA. For decades, through comprehensive programming and services, Making Waves has helped prepare and support first-generation college students to graduate from competitive institutions across the country.

In 2007, the foundation opened the Making Waves Academy Middle School, a charter school offering a rigorous fifth to eighth grade academic program and comprehensive services for students and families. The Making Waves Academy Upper School was launched in 2011 and provides rich academic course offerings, career exploration and extensive college advisement.

Position Summary

The **Managing Director of Human Resources** provides leadership in the areas of HR strategy, goals, and practices that support employee performance, compliance and excellence, and a safe and productive working environment. Making Waves Academy (MWA) looks for strategic alignment in the following areas: 1) policies and procedures, 2) candidate selection, 3) training and development, 4) compliance and risk management, and 5) Employee Relations. At its best, HR practices at MWA support a results-oriented, reflective, and team-oriented culture. The **Managing Director of Human Resources** reports to the MWA CEO and serves on the leadership team as well as assisting and advising supervisors on HR policies and practices.

Primary Responsibilities

Human Resource Strategy

- Develops research-based, strategic HR practices, procedures, and guidelines to help align MWA employees with the strategic goals of MWA; adheres to and adapts existing strategies to meet current MWA needs as well as anticipates MWA's planned dynamic growth over the next ten years.
- Develops and adapts tools and structures to measure and monitor strategic performance in the areas of induction, compensation, training, employee relations, and employee satisfaction; analyze the data generated, share with leadership and staff, and use to inform decisions.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments; partners with management to communicate Human Resources policies, procedures, programs and laws.

Talent Management

- Partners with the Talent Team in the development of recruitment, hiring, and induction activities; Interviews management level candidates.
- Reviews all job descriptions for legal compliance and connection to organizational development plans. Periodically assesses job description format and makes recommendations for revisions.
- Oversee the credentialing process to insure MWA maintains proper documentation for all teaching positions and select administrators. This is also includes timely sharing out of this information with the charter authorizer or other public agencies upon request.
- Lead and manage the regular review and adherence to salary scales for all employee groups; periodically study the market, comparable schools and conduct internal equity studies. Oversee compliance with policies such as gender pay equity.

Performance Evaluation, Training and Development

- Own and execute with the HR Director performance management programs and training, including annual reviews, PIP's, 360 evaluations, and 60-day evaluations.
- Own and execute with the HR Director staff surveys, analyze the data to identify gaps, and recommend solutions.
- Work with leadership, supervisors, and hiring managers on identifying and implementing training; assist managers with the selection and contracting of external training programs and consultants.
- Create and maintain supervisor manual and other resources for supervisors and leaders.

General Administration and Compliance

- Leads compliance with all existing federal and state reporting requirements, as well as the state and county of education requirements; directs the preparation of information requested or required for compliance with laws and approves all information submitted. Serve as the organization's Title IX Officer and liaison with the District Title IX Coordinator.
- Protects the interests of employees and the school in accordance with MWA's Human Resources policies, federal and state laws and regulations, education policies, and the MWA charter
- Manages HR policies and procedure documents, and ongoing updates such as the Employee Handbook.

Employee Relations and Risk Management

- Oversee and manage employee complaints and related procedures and practices for management of employee relations and mitigating risk.
- Oversee and manage safety programs in coordination with the Operations team.

Additional Responsibilities and Expectations

Mission Alignment

- Demonstrate knowledge of, and support, Making Waves Academy's mission, core values, standards, competencies, and code of conduct outlined in the Employee Handbook
- Participate in the school community – attending school competitions, performances, assemblies, and extracurricular activities

Other

- Perform additional duties as assigned

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

Physical Demands

While performing the duties of this job, the employee may be required to lift files, open filing cabinets and bend or stand on a stool as necessary, and sit for long periods of time.

Travel

Some travel required for MWA related events, such as workshops or conferences.

Qualifications

Experience

- 7+ years' experience in human resources management, 3 years of which must have been in a responsible employee relations position, preferably in a school environment
- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development
- Experience in the administration of benefits and compensation programs and other Human Resources programs
- General knowledge of various employment laws and practices

Skills

- Strong oral and written communication skills
- Excellent interpersonal and coaching skills
- Demonstrated ability to lead and develop Human Resources staff members
- Demonstrated ability to serve as a successful participant on the executive management team that provides company leadership and direction
- Demonstrated ability to interact effectively with the company Board of Directors
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping
- General knowledge of various employment laws and practices
- Evidence of the practice of a high level of confidentiality
- Excellent organizational skills
- Ability to adapt and align on school-related initiatives
- Highly organized, goal-oriented, and focused on outcomes
- Ability to work collaboratively and independently
- Demonstrate an understanding of technology and literacy learning platforms (HRIS, Microsoft Office Suite, Google Drive and Calendar, if applicable)
- Professional orientation – appearance, communication, organization, and attitude

Education

- Bachelor's Degree or equivalent in Human Resources, Business, Organizational Development and an MA or MBA required

Preferred

- PHR/SPHR or SHRM-CP/SHRM-SP preferred
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred
- Spanish language proficiency preferred but not required