



**JOB TITLE:** Director of Human Resources

**FTE:** 1.0; year-round

**FLSA:** Exempt

**DEPARTMENT:** Business Office

**REPORTS TO:** Chief Financial Officer (CFO)

**Job Summary:**

The Director of Human Resources (HR) is a key leader at our school and built-in behavioral health clinic of 135 teachers/clinicians. We are looking for an empathetic, strategic human who can help support our growth as we expand as a school and serve more students. This role covers recruitment of new team members, onboarding, and the retention and happiness of our team.

This position reports directly to and will work in day-to-day collaboration with our CFO. On operational matters, such as talent acquisition, performance management, and employee relations, the Director of HR will partner with division directors and other supervisors. The Director of HR is a member of our Business Office and oversees an HR Associate.

APL is a school with a deep mission to serve, support, grow and enhance the lives of children on the autism spectrum and their peers in a nurturing, academically rigorous environment that helps learners thrive and grow.

**Who you are:**

- An experienced HR leader with 10+ years of experience, focus in academic or clinical settings is especially welcome
- You are a subject matter expert, analyst, technically proficient and thoughtful, able to see the big picture and the nuance, and to problem solve with an orientation to servant leadership.
- You are a planner, building our strategy for growth and the programs and processes to make our expansion successful
- You are a do-er—this is a small team, and we have a bias to action; you are equally able to interview, train, do data entry, arrange a leave, present to leadership, onboard, run a performance management process, and host a team potluck.
- You handle employee relations issues with a steady hand, consistency and calm, and partner with division leadership to offer support and training to staff, many of whom are navigating their first professional full-time positions.
- You are a bridge builder and collaborator, able to listen to the team, and adapt and plan to support their needs.

*Updated January 2022*

**Skills:**

- Excellent verbal and written communication skills including interpersonal, conflict resolution, and negotiation skills
- Strong organizational skills and attention to detail, good time management skills with a proven ability to meet deadlines.
- Deep analytical and problem-solving skills, prioritization, and planning - both building and execution
- Supervisory and leadership experience
- Thorough knowledge of employment-related laws and regulations, at the state and federal level, deep knowledge of best practices and insight into resources to support best in class HR teams
- Proficient with Microsoft Office Suite and human resource information systems.
- SHRM-CP or SHRM-SCP preferred.

**In the last month you would have:**

- Built our talent budget for 2022 including compensation, training, development, recruitment and onboarding costs
- Presented to the board on our hiring focus for Q1 2022 and our plan for building a strong recruitment funnel and delivery
- Supported a team member with challenging feedback and built an improvement plan for their growth and development
- Led a working session for us on diversity, equity and inclusion
- Joined peers in similar roles for best practice sharing and a breakout on the best onboarding practices as we grow our internal program

**Job Qualifications:**

- Fingerprint clearance through OSPI
- Clean background check through Washington State Patrol and GoodHire
- Experience working with a large staff (100+), school or clinic experience preferred
- Passion for APL's mission of inclusion-based learning
- Demonstrated ability to collaborate on a multi-disciplinary team

*This job description in no way states or implies that these are the only duties to be performed by this employee. They will be required to follow any other instructions and to perform any other duties requested by his or her supervisor or the management of the school.*

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**Employee's Name (Please Print)**

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**Employee's Signature**

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**Date**

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**Supervisor's Signature**

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**Date**

*Position open until filled.*

*Updated January 2022*

***To Apply: Please send a resume, cover letter and a list of three professional references to [jobs@aplschool.org](mailto:jobs@aplschool.org). Please type the job title into the subject line of your e-mail.***

*The Academy for Precision Learning is an independent K-12 school that educates typically developing students and those across the autism spectrum in an academically challenging and socially vibrant community. The APL model utilizes customized curriculum and innovative instructional methods to provide meaningful access and tangible progress for every student. Our goal is for every APL student to become a curious and engaged life-long learner who celebrates diversity, practices self-advocacy, and generates impact in their community. [www.aplschool.org](http://www.aplschool.org)*