

Chief of Human Resources



This is a human resources position that reports to the Head of School. This position is designed to allow Ransom Everglades to function to the highest levels possible with regard to recruitment, development of culture, and retention of high-performing employees while being certain that all interactions with employees are strategically aligned with the mission and values of Ransom Everglades School, completed according to all state and federal laws, and implement best practices as it relates to independent schools.

Essential Responsibilities

Hiring:

- Develop and implement a talent recruitment strategy that is aligned with best practices in the industry of independent schools.
- Help define, shape, and reinforce the culture, engagement, and collaboration of employees.
- Help build culture by aligning Ransom Everglades' values to the school mission and delivering upon that mission.
- Refine, manage, and implement a performance evaluation system for all employees.
- Work in conjunction with leadership on the strategic planning process for the staffing needs of the school.
- Coordinate recruitment with school departments and application processing.
- Oversees background screening for all new employees (reference checks, criminal history, and MVR).
- Manages the employment agreement process.
- Manages new employee orientation process.

Employee Relations:

- Keep, update, revise, and post the employee handbook in a timely manner for the beginning of each school year.
- Ensure programs for employees are mission-aligned and meet budgetary considerations.
- Help design and administer RE's compensation, benefits, and total rewards programs as they relate to policies and procedures.
- Develop and ensure all employment policies are consistent with best practices, DEI, state, local, and federal laws.
- Guide and coach leaders and employees with investigations, and when needed, outside counsel.
- Nurture the engagement of employees.
- Plans and implements operations to ensure a positive employee experience throughout all touchpoints.
- Ensure associate relation investigations are timely, objective, thorough, documented, and escalated in adherence to company policies, processes, and standard methodologies.
- Builds positive relationships across the organization, brings the employee perspective to relevant strategic human capital initiatives, promotes employee satisfaction and wellness, and ensures a positive working environment.
- Develops and maintains the school's personnel policy, procedures, employee handbook, personnel forms, and recommends changes to school administration.
- Maintains data for personnel sections of surveys within independent schools (i.e., INDEX, NAIS, SAIS, etc.).

Onboarding:

- Create an onboarding strategic strategy focusing on the "Ransom Way" of culture, history, and expectations.
- In coordination with the leadership team, schedule all onboarding activities for faculty, staff, and seasonal employees.

Leadership Team:

- Ensure the effectiveness of the leadership team members.
- Serve as a trusted and confidential advisor to the HOS and senior leadership team around people, school culture, programs, and initiatives.
- Collaborates with the leadership team by developing a culture of learning, feedback, and career progression by creating and engaging employees in the experience of RE.
- Consult, influence, and partner with all levels of management regarding critical and complex employee relations decisions in the areas of performance management, harassment, business conduct, terminations, restructuring, policies, guidelines, and best practices.
- Lead effort and model the use of all HR technologies and streamline workflow and maximize efficiency.

Qualifications

- Bachelor's Degree in Human Resources or related field
- 7 years or more of experience in a fast-paced human resources environment
- Ability to work and communicate effectively across a broad spectrum of multicultural and diverse populations
- Highly organized self-starter and team player
- High level of deep understanding of HR policies and best practices building from the ground up
- Ability to perform HR duties as well as provide support for management and staff
- Ability to meet deadlines with a positive attitude

School Mission

The mission of Ransom Everglades School is to provide an educational environment in which the pursuit of honor, academic excellence, and intellectual growth is complemented by concern for the physical, cultural, and character development of each student. The school provides rigorous college preparation that promotes the student's sense of identity, community, personal integrity, and values for a productive and satisfying life, and prepares the student to lead and contribute to society.

A Diverse, Equitable, Inclusive Community

Ransom Everglades School is an inclusive community that welcomes and benefits from diverse experiences and perspectives. Our students and faculty embrace multiculturalism and appreciate the unique potential of each individual. During their time at RE, everyone benefits from the contributions of each member, while honing skills and sensitivities that prepare them to excel and lead in a global community.

The commitment to diversity at Ransom Everglades informs our hiring process, curriculum development, community outreach, co-curricular activities, and admission process. We implement programs, offer workshops and craft learning opportunities that reflect our core beliefs. Living by this philosophy ensures that our students develop the knowledge, skills and attitudes to be productive global citizens. RE is committed to looking for candidates with a wide range of backgrounds and experiences in our effort to build a diverse faculty in which all social groups are represented.

Supporting Excellence

Ransom Everglades faculty members are expected to pursue a continuous program of professional development and engagement, and are supported in doing so by the flexibility and financial generosity of the school and its benefactors, and our membership in the FolioCollaborative. The school regularly distributes books for the faculty to read together, and brings national guest speakers to campus to work with the faculty. Every faculty member and student is issued a stylus-enabled laptop computer. Microsoft 365, including Teams and OneNote, G Suite Enterprise Edition for Education, and the Adobe Creative Suite, as well as subscriptions to a number of other platforms, are provided for all faculty and students. Classrooms are equipped with ViewSonic interactive displays.

A competitive compensation is based on the experience and qualifications of the person selected. Ransom Everglades offers a comprehensive benefits package including retirement, health and dental insurance, disability and life insurance, and other benefits. Florida has no state or local income taxes.



Ransom Everglades School (RE) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RE complies with applicable state and local laws governing nondiscrimination in employment in every location in which RE has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. RE expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.



Middle School

2045 South Bayshore Drive, Coconut Grove, FL 33133
Phone 305-250-6850

Upper School

3575 Main Highway, Coconut Grove, FL 33133
Phone: 305-460-8800

Founded in 1903, Ransom Everglades School is a coeducational, college preparatory day school for grades 6 - 12 located on two campuses in Coconut Grove, Florida. Ransom Everglades School produces graduates who "believe that they are in the world not so much for what they can get out of it as for what they can put into it." The school provides rigorous college preparation that promotes the student's sense of identity, community, personal integrity and values for a productive and satisfying life, and prepares the student to lead and to contribute to society.