



Job Title:	Director of Human Resources
Reports To:	Chief Executive Officer
Location:	Central Office – Lewisville, TX
Work Duty Days:	240
FLSA Status:	Full Time Exempt
Industry:	Non-Profit, Social Services, Education

About Communities In Schools of North Texas:

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student's full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

Position Overview:

The Director of Human Resources will be responsible for developing and administering all human resources functions under the direction of the CISNT Chief Executive Officer. This includes maintaining an effective business relationship with the organization's Fiscal Agent, Lewisville Independent School District (LISD), which manages many of the administrative processes in support of Human Resources on behalf of CISNT.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field
- 5+ years of broadly applied Human Resources experience, including employee relations, employee development, talent acquisition, compliance, compensation, and benefits

Special Knowledge/Skills:

- Demonstrated comprehension and application of employment-related state and federal labor laws.
- Proven experience leading work that requires thoughtful decision making, detail-orientation, and meeting time-sensitive deadlines in a highly collaborative, team-oriented environment
- Strong working knowledge of MS Office, including Word, Excel, and Outlook, with the ability to learn and use new evolving technologies/software as required
- Ability to exercise discretion and independent judgment on confidential business and human resources matters, in alignment with organizational policies
- Strong organizational, communication, and interpersonal skills
- Ability to perform in a fast-paced, continually changing environment with shifting priorities, critical deadlines, and the ability to multitask effectively
- Ability and desire to operate objectively while working collaboratively within the team
- Exhibit a commitment toward the CISNT mission

Major Responsibilities and Duties:

Fiscal Agent Relationship

- Serve as the point of contact with LISD, the fiscal agent, regarding payroll, benefits, and human resources matters managed by the agent.
- Coordinate and communicate effectively with the Fiscal Agent to ensure compliance and processing deadlines are met.
- Establish and maintain a productive relationship with LISD human resources to ensure an employee-focused onboarding and offboarding experience for CISNT candidates and staff.
- Prepare, review, and ensure accuracy of all onboarding paperwork required by LISD HR and Payroll for CISNT staff.
- Review and ensure accuracy of LISD's warrant process to deliver accurate compensation and deductions each payroll cycle. This includes but is not limited to: salary adjustments, stipends, garnishments, benefit deductions, and PTO.
- Responsible for ensuring staff have an understanding of benefit programs, including but not limited to medical, dental, vision, paid time off, medical leave, etc.
- Responsible for initiating the leave process and serving as the point of contact to the LISD Benefits department to administer leave requirements; ensuring CISNT staff complete leave requirements accurately.
- Gathers accurate and verified insights and relevant documentation needed for unemployment claims, resignations, and terminations, and their timely submission to LISD for processing.

Human Resources

- Responsible for end-to-end new hire processing, ensuring compliance with CISNT policies, relevant Fiscal Agent policies, and applicable legal requirements. This includes launching and managing job postings, ensuring job descriptions are accurate, screening candidates against job requirements, working with hiring managers, extending formal, documented offers, and ensuring timely, coordinated onboarding.
- Responsible for the full execution of the annual performance review process. This includes implementing the structure, timeline, training, reminders, coaching, calibration, and insights.
- Establish and maintain meaningful HR analytics that deliver meaningful insights designed to facilitate informed business decisions. This should include key staff demographics, staffing insights, longevity, turnover, retention, and succession.
- Responsible for maintaining an accurate and updated market analysis supporting benchmarking all CISNT roles against a relevant market.
- Maintain and manage staff recognition for milestone anniversaries.
- Securely and properly maintain all human resources information, including personnel files and other employee records, in an organized and easily retrievable fashion. This includes all employment-related documents (including, but not limited to, PCNs, Corrective Actions, PIPs, Performance Evaluations, Stipends, etc.).
- Manage the Workers Compensation process to include first-hand interaction with the impacted supervisor and employees in an effort to gather insights associated with the incident, ensure proper medical attention, if needed, and evaluate reasonable workplace accommodation based on medical notes.
- Continually seek ways to improve and streamline human resources and administrative processes, in collaboration with the fiscal agent (LISD), in order to enable CISNT to operate more efficiently and in compliance with all CISNT and legal requirements.
- Work to ensure compliance with local, state, and federal labor laws
- Work closely with program and administrative staff to understand developmental areas for leadership in handling Human Resources matters. Develop and deploy training to address areas of development and ensure understanding and application of such content
- Responsible for maintaining an accurate employee handbook that reflects current policies and procedures.
- Serve in a consultative role to assist agency staff with personnel matters

- Conduct recurring human resources audits on processes, procedures, personnel files, etc., and make recommendations for updates and improvements to Executive Staff.

Additional Duties

- Perform other duties as assigned by the Chief Executive Officer.

Supervisory Duties:

This individual will supervise the Human Resources Associate.

Equipment Used:

Computer, copier, digital projector, and other specialized equipment that are particularly unique to the position

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours to meet deadlines
- Occasionally require moving, transporting, or organizing materials, supplies, and equipment associated with student programs, events, and campus operations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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