

# Director of Human Resources

## Dr. Richard Izquierdo Health and Science Charter School

Bronx, NY

Salary: \$110,000 - \$125,000

### **The Organization**

Dr. Richard Izquierdo Health and Science Charter School (DRIHCS) is a public charter school located in the Bronx, serving students in grades 6-12. Founded with a vision of addressing health and economic disparities within the community, DRIHCS is dedicated to providing a rigorous, nurturing educational experience that prepares students for college achievement, professional certification in the healthcare field, and lives of service and leadership.

Operating as a distinct middle school and high school, DRIHCS offers academically challenging, developmentally appropriate programming at each level. The school's mission is to empower students to develop their abilities fully and to foster a strong commitment to serving others. Through a combination of academic excellence, professional preparation, and a focus on community impact, DRIHCS ensures that its graduates are positioned for rewarding careers and meaningful contributions to society.

### **The Position**

Reporting to the Executive Director, the Director of Human Resources plays a central role in supporting the staff and leadership of Dr. Richard Izquierdo Health and Science Charter School.

We are seeking a candidate with experience in HR within a New York City charter school and a strong background in employee relations. The Director of Human Resources will work closely with the school leadership team to promote a culture of professionalism, accountability, and shared achievement, always grounded in the school's mission and values.

The ideal candidate will bring deep knowledge of New York State labor laws, experience working in an urban educational setting, and a strong personal commitment to integrity, attention to detail, and consistency in their work.

## ROLE OVERVIEW

In this role, the Director of Human Resources will oversee the full range of human resources functions, from daily operations to strategic planning, ensuring that HR practices consistently support the school's mission, staff needs, and organizational goals.

### Human Resources Operations

- Lead the execution of HR policies and initiatives that support the school's mission and long-term goals.
- Ensure that HR functions—such as employee compliance, time and attendance, and HRIS systems—are effectively managed.
- Maintain complete and organized employee records by scanning, filing, and uploading documents to Paylocity and internal systems.
- Ensure all personnel files meet regulatory and organizational standards for accuracy and compliance.
- Review the employee handbook and advise the Executive Director on best practices that can be added or enhanced.
- Stay current on employment laws and HR best practices to ensure full compliance with federal, state, and local labor laws.
- Oversee HR data, analytics, and reporting, leveraging insights to drive informed decision-making.
- Possess strong knowledge of Paylocity or other HRIS systems and provide technical support to staff as needed.

### Employee Relations & Adult Culture

- Foster a culture of belonging, transparency, and continuous learning.
- Advise managers and employees on policies related to conduct, performance improvement plans, and workplace issues.
- Serve as a trusted resource to employees and managers on workplace concerns, ensuring fair and consistent conflict resolution.
- Conduct thorough, impartial investigations into employee concerns, including potential policy violations and compliance issues.
- Provide training to school leadership to ensure that personnel policies and procedures are understood and implemented fairly and appropriately.
- Respond to employee emails within the same day as received.
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and external agencies.

### Partnership Management

- **Benefits and Leave Management**
  - Collaborate with the school's benefits broker to ensure staff benefits are clearly communicated, supported, and accessible.
  - Manage communication and documentation for Workers' Compensation claims, Staff Leaves of Absence, and Parental Leaves in partnership with external providers such as CBIZ and Operations Inc.

### Partnership Management (cont.)

- **Payroll and System Coordination**
  - Coordinate with the finance department and Senior Special Projects Manager on TRS and 403B benefits administration, payroll deductions, and related compliance.
  - Maintain a dialogue with Paylocity partners to ensure the platform supports staff needs and operates efficiently.
  - Provide technical support to employees navigating Paylocity systems.

### Talent Recruitment, Onboarding & Offboarding

- Create strategies to recruit new talent through referral drives, job board postings, and staff communication.
- Conduct initial screening calls with candidates and present qualified candidates to hiring managers.
- Coordinate the interview process, including scheduling interviews, sending communications to candidates, and supporting hiring managers throughout the selection process.
- Maintain a vacancy tracker to monitor hiring needs and progress.
- Spearhead new hire onboarding, including schedule design, Paylocity profile creation, training coordination, and policy reviews.
- Ensure all employees have fingerprint clearance before start dates.
- Conduct exit interviews and analyze exit data to provide insights on employee retention and organizational improvements.
- Manage offboarding procedures to ensure compliance and a positive staff transition experience.

### Time and Attendance Management

- Manage daily time and attendance systems, ensuring timely updates in Paylocity and internal trackers.
- Collect and maintain accurate timecards for hourly employees.
- Monitor staff lateness and absenteeism, sending daily attendance updates and issuing monthly lateness letters.
- Troubleshoot and maintain timeclock systems, including updating employee photographs as needed.
- Send PTO overage notices and ensure proper tracking of staff leave balances.

### Staff Support and Appreciation

- Assist with staff appreciation initiatives, event planning, and swag management throughout the year.
- Manage staff parking assignments and address related concerns to ensure smooth operations.
- Participate in staff meetings, professional development, and school-wide events to support organizational culture and cohesion.

# THE IDEAL CANDIDATE

The ideal candidate for the Director of HR position possesses the following competencies:

## Human Resources Expertise

Demonstrates deep knowledge of HR operations, employment law, compliance, and best practices within the education sector.

## Employee Relations and Conflict Resolution

Approaches employee concerns with fairness, discretion, and professionalism, resolving conflicts in a way that strengthens organizational culture.

## Strategic Thinking

Aligns HR practices with the school's broader mission and goals, anticipating future needs and designing proactive solutions.

## Collaboration and Partnership

Builds strong, trusting relationships with leadership, staff, and external partners to support a positive and efficient work environment.

## Attention to Detail and Compliance

Ensures that all HR processes, reporting, and documentation meet legal and organizational standards with precision and consistency.

## Communication and Emotional Intelligence

Communicates clearly, listens actively, and navigates sensitive conversations with empathy, maintaining a supportive and inclusive workplace.

## Additional Qualifications

- Bachelor's degree in Human Resources, Organizational Development, or a related field (Master's degree preferred).
- Progressive HR experience, with at least 3-5 years in a NYC charter school.
- HR certification (PHR, SPHR, SHRM-CP, or SHRM-SCP) preferred.
- Proficiency in using all technology tools, including Google Suite and HRIS systems.
- Expertise in employee relations and conflict resolution.
- Deep knowledge of benefits administration and labor law compliance.
- Exceptional communication and problem-solving skills, with a high level of emotional intelligence.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Strong organizational and time management skills, with the ability to handle multiple priorities in a fast-paced environment.

## WHO WE ARE

### Work Environment

This is a full-time 12-month position. This is an on-site position; with up to one day a week being remote. The regular hours and workdays are Monday through Friday, 8:00 am to 4:00 pm in addition to any special events to which all staff are expected to attend.

### Our Commitment to Diversity, Equity, & Inclusion

Dr. Richard Izquierdo Health and Science Charter School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

## COMPENSATION AND BENEFITS

### Salary

\$110,000 - \$125,000

### Benefits

- 403(b) retirement with 4% match
- Free Medical Insurance for employees
- Vision and Dental Insurance, Life Insurance, Disability Insurance
- Extra Income Opportunities: Coaching, After School Clubs, Stipend Roles, and Saturday Academy
- \$2500 Tuition Reimbursement
- \$500 Personal Professional Development
- Parking

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by June 2025.

Omar Lopez  
Principal

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[Submit an application](#)



**Dr. Richard Izquierdo**  
HEALTH AND SCIENCE CHARTER SCHOOL