

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL - JOB DESCRIPTION

TITLE: DIRECTOR OF HUMAN RESOURCES
CONTRACT DAYS: 210

POSITION SUMMARY:

The Director of Human Resources provides leadership and strategic guidance in the management of contractual responsibilities for all employees (Expatriate and Chinese nationals) along with providing direction in policy formulation and maintenance of procedures for attracting, retaining and developing employees.

SUPERVISED, EVALUATED BY & REPORTS TO:

Head of School

QUALIFICATIONS:

- Have a minimum of a B.A. Degree, preferably in a field related to Human Resource Management, Business Management or a related field.
- At least 10 or more years in the areas of human resources management which preferably have included educational institutions.
- Strong technical human resources skills.
- Strong relationship builder and collaborator.
- Deep understanding of budgets and long-term strategic planning.
- Experience in development of policies and procedures.
- Knowledge of Chinese Labor Laws to ensure compliance.
- Strong analytical skills.
- Exceptional interpersonal and intercultural skills.
- Excellent oral and written communication skills.

DUTIES AND RESPONSIBILITIES:

- Direct and lead the HR team in:
 - Recruitment for overseas and local faculty and staff, as well as substitutes.
 - Managing recruitment agencies, fairs, websites and materials
 - Managing work permit and visa application and renewal process
 - Monitoring and managing contracts for all employees in compliance with Chinese regulations
 - Providing statistical information on SAS staffing to a variety of stakeholders.
 - Accurate record keeping of all personnel files.
 - Organizing school-wide staff related celebrations (ie: End of Year Party, Service Awards)
- Oversees employee onboarding, orientation, exit processes and document completion
- Coordinate and facilitate HR Committee (as part of the Strategy Committee) meetings.
- Collaborate with the Board on HoS evaluation.
- Develop and refine the total compensation and benefits strategy; lead analytical efforts to drive compensation and benefits decisions and develop compensation and benefit program aligned with organizational objectives.

- Plan, evaluate and administer benefits programs such as life, medical, long-term disability insurance, pension plans, leave, and employee assistance.
- Review and negotiate medical/LTD insurance policies on an annual basis and act as school liaison with the insurance provider.
- Revise and recommend changes to current organizational structure taking into consideration industry best practice to ensure that employees and their relevant skills are aligned toward school wide objectives.
- Ensure that the School and its human resource policies and procedures are in compliance with Chinese Labor Laws and other relevant legislation.
- Plan and implement professional training and development of support staff.
- Foster positive and clear communication between Human Resources, the administration and faculty, as well as the wider community.
- Lead annual performance management process for support staff.
- In coordination with the Head of School, CFO and divisional administrators develop the annual staffing budget.
- Prepare and monitor budget of human resources operations.
- Select, hire and lead cross-campus HR personnel.
- Perform other duties as assigned by the Head of School.

SAS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his /her services wherever and whenever necessary to ensure the success of our organization.