



Calvary Baptist Church / Plymouth Christian Academy
Director of Human Resources Position Description



Position Title: Director of Human Resources or Human Resource Manager

Reports to: Executive Pastor of CBC and Superintendent of PCA

General Description

Goal: The Director shall prayerfully help Plymouth Christian Academy Faculty and Staff carry out their functions to the praise and glory of God

Overview: The Director is responsible to assure and maintain the mission, purpose, philosophy, and standards as established by the Statement of Purpose and Organization of Plymouth Christian Academy. The Director shall be born again and one who feels called of God to assist administratively in the ministry of Plymouth Christian Academy.

The Human Resource Manager supports the mission of Calvary Baptist Church and Plymouth Christian Academy by providing information to the Board, Superintendent, Staff, and the public; ensuring compliance to established policies, procedures, and/or codes; and addressing a variety of administrative needs and processes. He or She will manage all aspects human resource management (HRM) consistent with the CBC and PCA defined policies, practices, budget, and Board approved Policy Manual.

Required Personal Qualities

The Director shall...

1. Have received Jesus Christ as his/her personal Savior
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a **Christian role model** in attitude, speech, and action toward others. This includes being committed to Gods Biblical standards for sexual conduct. Luke 6:40
4. Be actively involved in faithful attendance and stewardship at a local, evangelical church which has a statement of faith in agreement with the school's statement of faith
5. Show, by example, the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in wholehearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to create an environment for learning for a child according to his own gift and bents so when he is old is will not depart from it. Proverbs 22:6
8. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.

Job Description – Essential Functions

1. With the CBC Executive Pastor, develop, implement, maintain, and execute a HRM plan for CBC and PCA. Plan shall contain the necessary processes, procedures, policies, plans, schedules to support CBC and PCA church/school functions, and to ensure compliance with all city, county , state, and federal requirements as related to all HRM related functions.
2. With the Executive Pastor, review options to outsource portions of HRM management and processing on an ongoing basis.
3. With Executive Pastor, review and select health care insurance options and other benefits for CBC and PCA employees on an annual basis.
4. Primary CBC and PCA contact with HRM and health care benefit suppliers/providers.
5. Primary CBC and PCA contact with employees for HRM related activities, questions, concerns, issues, and problems.
6. Primary CBC and PCA contact with city, county, state, and federal agencies relative to all aspects of CBC and PCA HRM. This includes the maintenance of required documentation for compliance with these agencies' policies and procedures.
7. Support the Executive Pastor in the definition and distribution of annual ministry offers to CBC and PCA employees.
8. Provide requested HR budgetary information and support the annual budget definition activities as required. This includes performing a market-rate analysis of CBC and PCA salaries and benefits when requested to insure competitiveness of attracting and retaining excellent staff and faculty.
9. Onboard and terminate employees following CBC and PCA defined policies and processes. This includes managing and coordinating the following activities with CBC and PCA administration for open positions:
 - a. Define position descriptions
 - b. Post open positions to CBC and PCA approved agencies and websites
 - c. Screen and coordinate candidate interviews with CBC and PCA administration
 - d. Communicate employment decisions to candidates
10. Maintain employee personnel files per CBC and PCA defined standards and policies.
11. Distribute or post required employee information provided by our HRM/Benefits provider and/or government agencies per provided instructions.
12. Lead development and implementation of performance review, performance development, and succession planning processes.
13. Develop HRM calendar for execution of annual processes.
14. Lead development and execution of bonus and salary raise annual process.
15. Provide coaching, mentoring, dispute resolution between staff and staff to ADMIN.
16. Lead development of employee portal and employee database.
17. Assure CBC/PCA employer policies are followed and lead dialog/discipline as appropriate when not adhered to.
18. Serve as co-lead of dialog with parents when student has broken policy requiring expulsion or interaction with outside agencies. (i.e. police, legal, etc.)

Minimum Requirements

- Previous HRM education and experience
- Good oral and written communication skills
- Good planning and organizational skills
- MS office skills (Word, Excel, PowerPoint)
- Experience with internet based systems