



Director, Human Resources

This position develops and executes human resources plans and strategies in alignment with ASCD's Strategic Plan and business objectives. The position is instrumental in building the capacity and culture of the association through the facilitation of change initiatives and process improvement. This position directs programs and initiatives in all areas of human resources and organizational development, including workforce planning, staffing and recruitment, leadership and management development, organizational learning and development, performance management, recognition and reward systems, compensation systems, total rewards programs and benefits administration.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Collaborates with HR business partners and managers to align human resources and organizational development programs and services with strategic business objectives that improve effectiveness and build organizational capacity.
- Identifies organizational issues and trends, diagnoses systems, and implements improvement strategies for HR programs and services.
- Monitors human resources metrics and takes action to ensure that results are in alignment with key organizational and business indicators. Examines trends and implements best practices to improve human resources and organizational development effectiveness.
- Oversees auditing and compliance in a broad range of complex human resources areas to ensure adherence to appropriate state and federal regulations.
- Manages human resources staff in the implementation of human resources and organizational development programs and initiatives.
- Leads other human resources programs and projects as necessary.

QUALIFICATIONS

Knowledge

- A bachelor's degree in human resources management, business, or a related field is required; an MBA in Human Resources is strongly preferred.
- SPHR certification is strongly preferred.

Skills and Abilities

- A proven track record of effective human resources leadership skills.
- Ability to exercise strategic thinking across the organization using best practices and a business approach.
- Demonstrated ability to quickly establish credibility and develop working relationships across the organization.
- Ability to analyze organizational effectiveness and design interventions for constant improvement.
- Ability to make both collaborative and independent decisions on issues that affect the entire association.
- Ability to design, implement, and measure the success of a variety of human resources programs.
- Executive-level interpersonal and communication skills.
- Strong business partnering and consulting skills.
- Flexibility and ability to manage many projects and meet deadlines simultaneously.
- Discretion and care with confidential information.
- Proficiency with Microsoft products (Word, Excel, PowerPoint, Outlook, and SharePoint) and human resources information systems.

Experience

- Minimum of 8–10 years of progressive human resources experience is required with at least 5 years in a leadership role.
- Demonstrated track record of leading strategic human resources initiatives and infrastructure.
- Experience implementing strategic plans and leadership development programs.

Founded in 1943, ASCD is an educational leadership organization dedicated to advancing best practices and policies for the success of each learner. Our more than 150,000 members in 145 countries are professional educators from all levels and subject areas--superintendents, supervisors, principals, teachers, professors of education, and school board members. Our nonprofit, nonpartisan membership association provides expert and innovative solutions in professional development, capacity building, and educational leadership essential to the way educators learn, teach, and lead.

To apply, forward your cover letter, including salary requirements, and resume to hr@ascd.org. EOE