

**Red Cloud Indian School
Job Description**

Position: Executive Director of Human Resources
Supervisor: Executive Vice-President
Status: Full Time
Classification: Exempt
Prepared by: Executive Vice-President & HR

Mission

The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.

Position Details and Summary:

Red Cloud Indian School employs 175 staff and faculty. Located on the Pine Ridge Indian Reservation, the schools educate more than 550 students annually through two elementary schools, a middle school and a high school. Through the business enterprise model at the The Heritage Center, Red Cloud provides provides entrepreneurial opportunities to hundreds of Lakota artists. Parishioners and the greater community are served through many service programs by the six churches across the reservation.

Reporting directly to the Executive Vice-President, the Executive Director of Human Resources supports the mission and goals of the institution, and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a high quality workforce. This position will serve as a thought partner to the Executive Vice President and Executive Cabinet to provide HR advisory services with regards to leadership, coaching, talent acquisition, engagement, compensation, organizational design and change, and performance management.

RESPONSIBILITIES AND DUTIES:

I. Essential Job Functions:

The Human Resources Director guides and manages the overall provision of Human Resources services, policies, and programs for the entire institution. The major areas directed are:

1. Administrative

- a. The executive director is expected to be a trusted member of the executive vice president's leadership team, to include the handling of time sensitive and highly confidential human resources matters.
- b. Provide leadership in an effort to enhance HR services by creating, writing, and institutionalizing policies, procedures, and practices and communicating them effectively to the RCIS, Inc. community.
- c. Chair the Policy Advisory Committee.
- d. Partner with Legal Counsel to ensure compliance and mitigate organizational risks.

- e. Makes recommendations for compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- f. In conjunction with Legal Counsel and coordination with the Apostolic Leadership Team, prepare employment contracts for all non-instructional staff.
- g. Supervise the HR Assistant.

2. Strategic

- a. Develop and implement an HR plan that aligns with the overall mission and strategy of the organization, resulting in innovative best practices and policies that will service the full range of RCIS Inc.'s HR needs.
- b. Gain an understanding of the organization and participate fully in all strategic deliberations.
- c. Optimize the HR function/team, modernize and refine key processes and activities aligned toward achieving strategic objectives.
- d. Provide HR guidance on special projects, talent reviews, training, change management, organizational design and strategic human capital planning.
- e. Implement a vision for HR to ensure a high-performing culture of success, accountability, transparency and collaboration.

3. Employee Recruiting and Retention

- a. Manage and administer employment services including recruitment, selection, hiring, promotions, leaves and separations, orientation and retirement
- b. Ensure underrepresented candidates and employees are represented in all employment decisions.
- c. Ensures compliance with regulatory and employment agency regulation such as, but not limited to: ADAA, OSHA, FMLA, EEOC, and FLSA.

4. Professional Development

- a. Serves as a resource for employee orientation, development, and training.
- b. Develop and implement a system of employee performance appraisal for all departments.
- c. Conduct exit interviews to identify reasons for employee departure.

5. Culture

- a. Develop relationships with the employees of RCIS, Inc. and become someone who is sought for advice and counsel on HR, cultural, and organizational issues.
- b. Facilitate integration of diverse workgroups, cultures, and newly acquired assets.
- c. Coach and counsel management in developing themselves and their teams to achieve improved performance and engagement
- d. Counsel, coach and guide managers and staff in addressing concerns and complaints to assure fair and equitable treatment while ensuring compliance with local labor regulations and practices.
- e. Coach and mentor fellow colleagues/managers and develop leadership bench strength capable of addressing the challenges of the organization.
- f. Mediate employee relations and performance issues and provide counsel to fellow managers on appropriate methods of performance management

- g. Role model RCIS' Inc.'s core values and demonstrate leadership consistently with all members of the RCIS community.
- 6. **Other**
 - a. Other duties as deemed necessary by the Executive Vice-President.

POSITION SPECIFICATIONS and QUALIFICATIONS:

A. Education and Experience

- ❖ Knowledge of the Oglala Lakota history, cultural values and spiritual traditions strongly preferred.
- ❖ Knowledge of Jesuit ministries of the Pine Ridge Reservation.
- ❖ Experience and/or knowledge with non-profit organizations.
- ❖ Bachelor's degree required. Advanced degree preferred. Certifications in HR preferred (SPHR, SHRM-SCP).
- ❖ Experience in Human Resource Management or related fields.
- ❖ Computer skills with Microsoft Word, Excel, PowerPoint, and Google.
- ❖ Knowledge of Human Resource Management software preferred.
- ❖ Strong organizational skills with ability to prioritize and meet deadlines.
- ❖ Strong ability to multitask.
- ❖ Strong ability to interact effectively with management, co-workers, and community.
- ❖ Excellent skills in oral and written communications.
- ❖ Knowledge of laws, regulations, policies, and concepts pertaining to employee relations.
- ❖ Knowledge of mediation and alternative dispute resolution principles and applications, including grievance process.
- ❖ Knowledge of regulations pertaining to physical requirements, fitness for duty, and accommodation of disabled employees.

A. Physical Requirements: Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—80% of work time, walking—10% of work time, bending at the waist and lifting less than 5 lbs.—5% of work time, bending at the waist and lifting 5-15 lbs. 5% of work time.

B. Certification: I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute the same in a manner that promotes equality of opportunity, dignity and due respect for all, consistent with the Mission of the Red Cloud Indian School, Inc.

Employee Signature

Date