



HATHAWAY BROWN SCHOOL

JOB TITLE: Human Resources Manager
DEPARTMENT: Business Office
REPORTS TO: Director of Human Resources
FLSA STATUS: Non-Exempt

Position Overview:

The Human Resources Manager will play a key role in shaping a positive and inclusive workplace culture. This individual will oversee day-to-day HR operations, provide support across the employee lifecycle, and partner with leadership to align HR practices with the school's mission and values. The HR Manager will ensure compliance with federal, state, and local employment laws while advancing initiatives that promote equity, wellness, and professional growth.

Key Responsibilities:

- Support employee lifecycle processes, including recruitment coordination, onboarding logistics, performance management tracking, and offboarding administration.
- Assist leadership in advancing DEIB practices across hiring, retention, and employee engagement efforts.
- Serve as a strategy partner for the Director of Human Resources day to day and on specific projects.
- Help to maintain accurate HR records and help ensure compliance with applicable laws and regulations.
- Provide administrative support for employee benefits, leave requests, and workers' compensation.
- Process semi-monthly payroll in collaboration with the Business Office.
- Help provide resources and guidance to managers on HR policies, inclusive practices, and employee relations.
- Assist with the review, updating, and communication of HR policies and the employee handbook.
- Contribute to school-wide initiatives related to wellness, professional development, and community culture.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- 3–5 years of progressive HR experience; school or nonprofit experience is a plus.
- Knowledge of employment law and HR best practices.

- Demonstrated commitment to diversity, equity, inclusion, and belonging, with experience applying these principles in HR work.
- Excellent interpersonal and communication skills, with the ability to build trusting relationships across diverse teams.
- Highly organized, detail-oriented, and able to balance multiple priorities in a dynamic environment.

Language Skills: Proficient in reading, writing, and speaking; capable of interpreting documents and communicating effectively with parents and staff.

Reasoning Ability: Skilled in problem-solving, data collection, and drawing valid conclusions.

Physical Demands: Regular activities include standing, walking, sitting, manual tasks, and communication. Frequent reaching, stooping, kneeling, or crawling; occasional climbing or balancing. Must be able to lift up to 25 lbs frequently and up to 50 lbs occasionally. Reasonable accommodations available for individuals with disabilities.

Work Environment: Typically moderate noise levels; accommodations provided as needed.

Compensation & Benefits:

Competitive salary and benefits package, including health insurance, retirement plan, and professional development opportunities.

WHY HATHAWAY BROWN:

- Competitive salaries for Independent Schools
- Comprehensive medical, dental, and vision package, 403(b) plan with matching
- Employer covered life insurance
- Employee Assistance Program
- Voluntary insurance offerings: additional life, accident, critical illness,
- Professional development program
- Wellness credit
- Collaborative teaching environment with seasoned professionals

DIVERSITY, EQUITY AND INCLUSION

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered on the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

ABOUT HATHAWAY BROWN

Hathaway Brown School has a rich 150-year history of educating and empowering girls. As Ohio's oldest

continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

TO APPLY:

[Knuckleball Consulting](#) is assisting Hathaway Brown with this search. Interested candidates should email a cover letter, resume and references to mike.vachow@knuckleballconsulting.com. Please do not contact the school directly.

Hathaway Brown School
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EOE