



Employment Opportunity

Position: Director of Human Resource

Location: Falmouth

Date Closed: February 7th, or until suitable candidate is found

The Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf (MECDHH/GBSD) is seeking a highly motivated, experienced Human Resource Director who possesses strong communication skills, proven leadership skills and organizational qualities to fill a full time, 260-day position of **Director of Human Resources**.

Primary Responsibilities

- Oversee the Human Resource functions for the district, including recruitment and retention, onboarding, payroll processing, benefits maintenance and enrollment, evaluation oversight, management of ERP system and employee relations
- Ensure compliance with all laws and regulations regarding employee practices including those established by Department of Labor, Department of Education, Bureau of Unemployment, union contracts, procedures and protocols
- Oversight of payroll processing and all reporting requirements including 941's, W-2, ACA, State of Maine NEO database and others
- Attend weekly Leadership Team meetings and assist the Executive Director to promote continuous improvement and meet the organizations goals.
- Assist in policy development for the school as a member of the Leadership Team to ensure coordinated accomplishment of objective and efficient utilization of resources
- With the Leadership Team, coordinate staff development and training programs
- Attend Board meetings and present information when requested by the Executive Director

Minimum Qualifications

- Bachelor's degree or the equivalent in education and experience
- Minimum of five years of progressively responsible professional HR experience
- Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP) or willingness to obtain required
- High level of professionalism, strong organizational, communication and written skills
- Ability to deal effectively with a wide range of people in a helpful, positive and constructive way
- Proven talent dealing with complex issues in a fast paced, multi-task environment

- Ability to work independently and as a member of a team, establish priorities, and work collaboratively as a member of a diverse community
- Ability to engage in reasoned dialogue on complex, difficult or emotional issues
- Current CHRC Certificate required
- American Sign Language skills or willingness to learn required.
- Such alternatives to the qualifications listed above as the Executive Director may find appropriate and acceptable.

Benefits

A competitive salary and benefits package, including medical/dental insurance, Maine State Retirement, paid vacation/sick/personal time, and federal public loan forgiveness program, is offered.

For a complete job description and if interested in applying for this position, please click APPLY next to the **Director of Human Resources** listing on our Career Opportunities website page at: <https://www.mecdhh.org/professionals/career-opportunities>.

PLEASE NOTE: Employment CANNOT be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.