



## Director of Human Resources

[Harvard-Westlake School](#), one of the nation's premier independent schools, invites applications and nominations as it embarks upon a search for its next Director of Human Resources.

### ABOUT HARVARD-WESTLAKE SCHOOL



Harvard-Westlake School is the result of the 1989 merger of two outstanding, single-gender Los Angeles day schools: Harvard School, established in 1900, and Westlake School for Girls, founded in 1904. Full coeducational instruction and programs began in 1991. Harvard-Westlake operates on two stunning campuses, the middle school campus in the Holmby Hills neighborhood of Los Angeles and the upper school campus in Studio City. Each campus features remarkable academic resources, visual arts and performing arts spaces, and athletic facilities. A third campus, the [River Park](#), is being developed in Studio City, and will create recreational, athletic, and educational opportunities for Harvard-Westlake and the public, while also serving as a model for sustainable development practices.

Harvard-Westlake has an extraordinarily curious, thoughtful, and inspiring student body of approximately 1,600 in grades seven through twelve, with 56 percent students of color, 73 different languages spoken at home, and sending communities that include 175 zip codes in and around Los Angeles. Deeply committed to diversity, equity, inclusion, and belonging in its educational, admission, and employment practices, Harvard-Westlake is focused on ensuring an equitable [educational](#)

[experience](#) where all students' voices and identities are welcomed, celebrated, and reflected in the curriculum and programming. The colleagues at Harvard-Westlake are bright, caring, passionate thought partners consisting of over 300 full-time employees, over 400 part-time and seasonal employees, with 48 percent employees of color, 43 percent women, and 1 percent non-binary.

## **SCHOOL LEADERSHIP**

Harvard-Westlake is led by President & Head of School [Rick Commons](#) with the support of a highly experienced senior staff who, collectively, oversee all school functions and departments. This [leadership team](#) advises the President & Head of School on major administrative decisions, engages in long-term planning and visioning, and coordinates implementation of key initiatives and operations for Harvard-Westlake.

## **THE HARVARD-WESTLAKE COMMUNITY**

Harvard-Westlake embodies excellence and promise in its [people](#), programs, and [purpose](#). From a vibrant [history](#), the present-day Harvard-Westlake lives its [mission](#) and values through a wide array and incredible depth of curricular offerings, as well as the intentional and mindful use of resources. The School is bolstered by strong financial footing, extensive alumni and parent engagement, an experienced and dedicated teaching faculty, and a staff whose expertise ensures the smooth operation of systems and facilities.



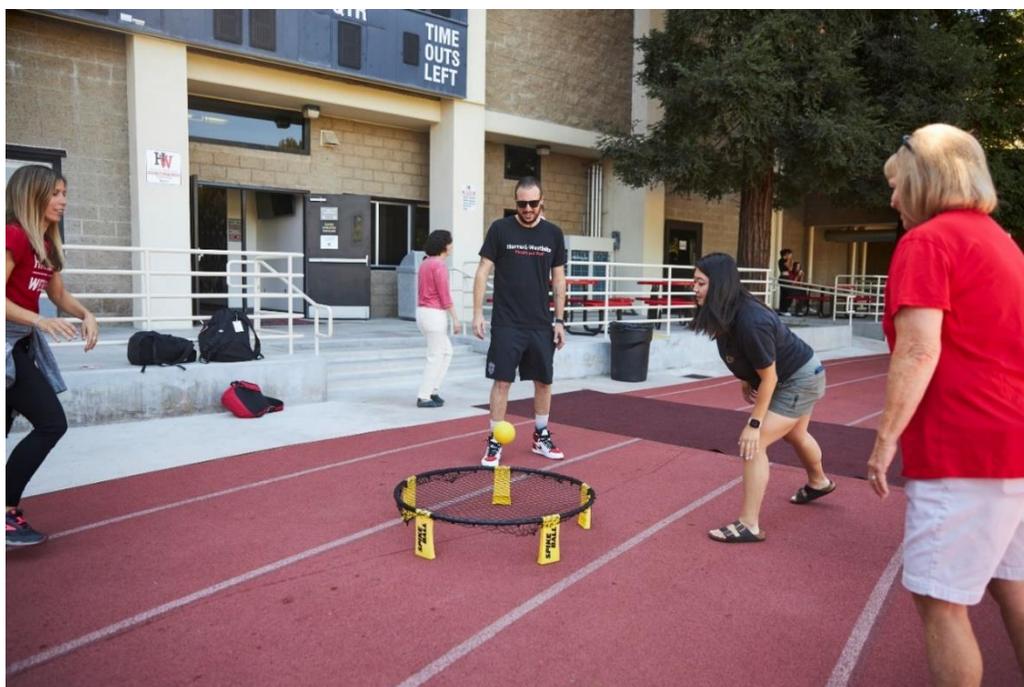
[Academics](#) at Harvard-Westlake provide robust, challenging opportunities for students within its classrooms, labs, studios, stages, fields, and beyond. From the interdisciplinary [Kutler Center](#) to opportunities for [Global Education and Experiential Learning](#) and extensive offerings in the [arts](#) and

[athletics](#), students and employees alike benefit from a community and culture that celebrate the pursuit of intellectual growth.

[Diversity, equity, and inclusion \(DEI\)](#) are essential parts of educational excellence and data shows that programs that educate students about their benefits improves critical thinking and cognitive skills. To that end, Harvard-Westlake is committed to ensuring that every single member of the Harvard-Westlake community is celebrated, appreciated, and included. Harvard-Westlake's [DEI efforts](#) are multifaceted and far-reaching, impacting students, alumni, faculty and staff, parents, and the greater Los Angeles area through [community partnerships](#). Harvard-Westlake recognizes that striving to be a diverse and inclusive community is an ever-evolving imperative that requires empathy, an open mind, and a willingness to engage in crucial and, at times, uncomfortable conversations. To support these efforts, all employees (new and veteran) take part in ongoing professional development opportunities each year ensuring that all community members feel valued, heard, and welcomed.

## **THE ROLE OF DIRECTOR OF HUMAN RESOURCES**

Reporting to Harvard-Westlake's [Chief Financial Officer](#), the Director of Human Resources develops and leads the strategic direction of the HR department, designing and implementing policies and programs for employees, and collaborating effectively with school leaders and employees to ensure smooth and efficient delivery of HR services. The major areas of focus for the HR department currently include: employment facilitation and engagement, oversight of compensation and benefits programs, compliance, and policy development and administration. The Director is a member of the 13-person business office, three of whom comprise the HR team for the school. Two HR professionals – an HR Generalist and a Benefits Administrator – report to the Director of HR, together creating a workplace where every employee can thrive. Salary for this position will be commensurate with experience. Work hours may vary. Evening and weekend events on campus may be occasionally attended. Harvard-Westlake offers a variety of generous employment benefits and the opportunity to work with a wealth of talented employees who care about the school, its students, and their role as educators.



## **OPPORTUNITIES AND CHALLENGES**

The next Director will be a hands-on leader with the vision, commitment, and ability to deliver effective and efficient HR services that support the management of a complex, mission-driven institution and an invigorating and supportive environment for its employees. Providing an engaged and aspirational perspective, the Director will embrace the following opportunities and challenges:

- **Strategic thought leadership and support for school leaders and employees:** For Harvard-Westlake's faculty, staff, and administrators to make well-informed decisions about a variety of complex and sensitive matters, they must be able to rely on the Director and their team for clear and accurate information. The Director will communicate employee policies and benefits in relevant, comprehensive language that supports Harvard-Westlake employees and provides clear guidance and transparency in decision making. The Director must also be comfortable negotiating difficult conversations with individuals or groups, and to model best practices for the HR team, school leadership, and the Harvard-Westlake community at large.
- **Continue strengthening relationships between Human Resources and the campus community:** The Director will build further upon existing partnerships to ensure that the HR department is seen as an expert, trusted resource by all employees of Harvard-Westlake regardless of where they may be in the course of their careers. The Director will champion the role that a high-performing Human Resources department can play within an organization and will ensure that the department delivers on its promises to employees. This will become ever more important as Harvard-Westlake prepares to open its third campus, [River Park](#), in the next few years; the Director will play a role in ensuring that all three campuses feel like and operate as one with regard to the employee experience.
- **Design and implement systems that align with Harvard-Westlake's mission:** The school is able to accomplish its mission, and sustain an incredible workplace environment, so long as its people, policies, and procedures are working in harmony. The Director will design and implement systems that provide performance feedback, ensuring that the school environment is one where areas of improvement are more easily identified, constructive feedback can be more readily provided, and actionable steps towards change more easily articulated. Together, these systems for organizational and performance management will ensure that Harvard-Westlake continues to be at the forefront of its work as an educational institution.
- **Develop Harvard-Westlake's culture to attract, retain, and grow talent:** Harvard-Westlake endeavors to provide a fulfilling, collaborative, and professionally engaging workplace, and looks to the Director to lead this effort. The Director will create a strategy to improve the school's employee value proposition. They will recommend, develop, and implement policies and structures that both support the mission of Harvard-Westlake and ensure that employees have the resources and flexibility expected by today's workforce. The Director will focus on holistic employee well-being and connectedness to make certain that all employees feel supported in performing their duties.
- **Assess and leverage systems and technology to improve service and inform decision making:** Harvard-Westlake is supported by robust technology assets that support the entire school. The HR department, and business office, regularly utilize technology and systems to make processes

more efficient, effective, and accessible. The Director will continue these ongoing efforts to improve service, including expanding self-service, to school leaders and employees. Additionally, the Director will work collaboratively with a wide range of partners to ensure that the right data is being captured across the school and that data helps to inform discussion and determine resource allocation in a variety of contexts and scenarios.

## **DESIRED QUALIFICATIONS AND CHARACTERISTICS**

The ideal candidate will hold a bachelor's degree and relevant professional certifications, along with a proven track record of leadership experience in human resources. An advanced degree is strongly preferred. In addition, the Director will bring many of the following qualities and characteristics:

- Curiosity about and commitment to the value and importance of independent school education;
- Deep and broad expertise in all facets of human resources work, including an awareness of national trends and best practices in the field, and experience adapting and bringing such practices to an institution like Harvard-Westlake;
- Demonstrated track record in working to deliver services collaboratively and in partnership across units and departments;
- Strong focus on customer service, developing and strengthening processes and systems to improve service delivery;
- Commitment to helping an organization operate effectively and efficiently, and an understanding of how service and administrative departments support the mission of the organization, providing a world class education to Harvard-Westlake's students;
- Strong leadership and management skills, including a proven ability to lead a team through change, build collaboration across an organization, and bring ideas and initiatives to fruition;
- Proven project management skills;
- Excellent written and verbal communication skills, including the ability to articulate the value provided by a modern HR department;
- Proven success in team building where trust and accountability are paramount to the success of the human resources operation;
- A rich and nuanced understanding of DEI principles and best practices, and genuine enthusiasm for serving as a key facilitator of and partner in Harvard-Westlake's efforts to ensure an inclusive, equitable environment for all;



- Experience handling complex personnel and organizational issues with discretion, sound judgment, and emotional intelligence;
- A transparent, compassionate, and accessible leadership and communication style and a willingness to put the needs of others first in the spirit of “servant leadership”;
- Expertise in maximizing the use of HRIS systems and utilizing data to inform decision making;
- A principled leadership style that reflects the values of humility, honesty, transparency, and ethical standards.

Salary is competitive and commensurate with experience. The salary range for this role is \$150,000 - \$200,000 with a generous benefits package.

## **APPLICATION PROCESS**

The search committee for Harvard-Westlake’s Director of Human Resources will begin accepting nominations and reviewing applications immediately. Requested application materials include a resume and a letter of interest. For best consideration, all candidates should submit materials—in confidence—to the following address: [H-WDirectorHR@storbecksearch.com](mailto:H-WDirectorHR@storbecksearch.com).

For more information about Harvard-Westlake School, please visit <https://www.hw.com/>.

Harvard-Westlake is being assisted in this search by [Storbeck Search](#). For additional information, please contact:



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*Harvard-Westlake School does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.*