

TAMPA PREP

DIRECTOR OF HUMAN RESOURCES

Tampa Prep, a top-tier independent school in downtown Tampa, is seeking a strategic and compassionate Director of Human Resources to lead and evolve our HR function. If you thrive on building strong teams, navigating complex employment laws, and creating meaningful workplace culture—we'd love to meet you.

As our Director of HR, you'll be a key advisor and partner to school leadership, ensuring a supportive and compliant workplace for all employees. You'll lead initiatives in recruitment, employee relations, benefits, compensation, and professional development—while also managing essential systems such as payroll and leave administration.

MAJOR RESPONSIBILITIES

- Leading full-cycle recruitment and onboarding for faculty, staff, and seasonal employees
- Administering and optimizing payroll, FMLA, and leave policies, ensuring accurate tracking and documentation
- Overseeing benefits enrollment, compensation changes, and employee wellness initiatives
- Advising on and ensuring compliance with HR laws and regulations including FMLA, ADA, COBRA, ERISA, HIPAA, and IRS reporting requirements
- Supporting employee relations, performance management, and progressive discipline processes
- Partnering with department heads to align HR strategy with organizational goals
- Managing the annual benefits renewal process, audits, reconciliations, and vendor relations
- Keeping our Employee Handbook and policies up to date in collaboration with legal counsel

COMPETENCIES

- Are fluent in employment law and HR compliance practices
- Have hands-on experience with payroll systems and benefits platforms
- Excel at balancing strategy and hands-on execution
- Communicate with clarity, confidentiality, and cultural sensitivity
- Hold a Bachelor's in HR, Business, or related field (Master's and PHR/SPHR or SHRM-CP/SCP preferred)
- Are tech-savvy with Google Workspace, HRIS, and reporting tools



REQUIRED SKILLS & QUALIFICATIONS

- BA/BS or equivalent in a business administration, HR or related field
- Five years of progressively more complex human resource management experience
- IT skills: general digital literacy, intermediate to advanced MS Office Suite, database skills, web applications including Google Docs or Zoom,, etc. as appropriate to job duties.

PREFERRED EDUCATION AND EXPERIENCE:

- MA/MS or equivalent in business administration, HR or related field.
- HR certification, PHR/SPHR or SHRM CP/SCP.
- Experience practicing HR in an educational setting

PHYSICAL DEMANDS:

- Mobility sufficient to move about the campus, to include climbing stairs
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly
- Ability to lift and carry up to 20 pounds on an infrequent basis

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THE SCHOOL

- 710 students in grades 6 - 12
- 130 employees (64 teaching faculty members)
- 11.2 acre campus located along the Riverwalk in downtown Tampa: 727 W. Cass Street, Tampa FL 33606
- 159,281 sq. feet of teaching & learning spaces
- Students come from 19 zip codes and previously attended 84 different schools (in 12 different states and two countries), before becoming Terrapins
- Athletics have won 63 individual & team state championships
- Robotics teams have competed in VEX Worlds with awards in Excellence & Skills
- Arts Department boasts world-class theater, film, music, dance, visual & performing arts programs

THE ENVIRONMENT

- Tampa Bay is a family-friendly, economic epicenter that includes Tampa, St. Petersburg and Clearwater.
- Tampa, FL population: 387,916 (2019)
- Hillsborough County population: 1.472 million (2019)
- Home of world-champion NHL and NFL teams, as well as champion MLB and NSL teams
- Home of the University of Tampa and University of South Florida
- Voted Top 5 Best Riverwalks in the U.S. (USA Today), boasting a 2.6 mile path to parks, museums & restaurants

PROCEDURE TO APPLY

This is a 12-month full-time, benefit eligible position. Salary is commensurate with experience. Interested candidates should submit a:

- Cover letter expressing interest in the Director of Human Resources position
- Current resume
- List of references including name, title, phone number, email address, and professional relationship (References are contacted only with the candidate's permission or if the candidate becomes a finalist.)

Please direct questions and submissions to Tampa Prep's Director of Finance and Operations, Ms. Stefanie Lewis at (slewis@tampaprep.org).

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity, or matters of individual choice. Tampa Prep does not engage in personnel practices prohibited by federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.

