

**Collaborative for Academic, Social, and Emotional Learning**  
**An Invitation to apply for the position of**  
**Director of Human Resources and DEI Integration**  
**Collaborative for Academic, Social, and Emotional Learning**  
**Posted: May 2022**

### **Organizational Summary**

The Collaborative for Academic, Social, and Emotional Learning (CASEL), is a nonprofit organization based in Chicago, and a trusted source for knowledge about high-quality, evidence-based social and emotional learning (SEL). CASEL's mission is to help make evidence-based SEL an integral part of preschool through high school education across the country. We are transforming American education through SEL by collaborating with leading experts and supporting districts, schools, and states nationwide to drive research, guide practice, and inform policy. Together, we are enabling all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

- Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
- Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
- Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
- Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
- Promote federal and state policies that encourage academic, social, and emotional learning.
- Strategically communicate to foster widespread demand for SEL as an essential part of students' education at the classroom, school, district, state, and national level.

### **Position Description**

The Director of Human Resources (HR) and Diversity, Equity, and Inclusion (DEI) Integration is responsible for setting, implementing, and evaluating legally compliant human resources policies, procedures, and best practices in partnership with CASEL's co-employer, and identifying and

implementing long-range strategic talent management goals to create an inclusive and supportive work environment that maximizes the strengths of all employees.

In partnership with CASEL's Executive Leadership and Equity Steering Committee, this role will serve as a key liaison and facilitator to integrate CASEL's DEI priorities throughout the organization. This includes leading, planning, and advising on aligned internal DEI strategies that may encompass staff professional learning, developing shared agreements, and updating internal policies and practices.

This remote position will report to the Chief Operating Officer and will work closely with the Operations team, specifically the Chief Operating Officer, Director of Operations, and Manager of Operations.

### **Key Functions**

- Collaborate with senior leadership to implement the organization's DEI goals and strategy related to staffing and lead recruiting and hiring processes to fill vacancies with highly-qualified candidates who add diverse perspectives.
- Create and implement trainings and education for search committees on diversity outreach; develop awareness of implicit bias, cultural wealth and how to work effectively in a diverse environment; advancing non-discrimination and promoting inclusiveness.
- Establish protocol for engagement of the Equity Steering Committee.
- Plan and conduct new employee orientation and on-boarding.
- Conduct exit interviews and employee off-boarding to inform efforts to improve workplace climate, DEI strategies, and staff relations.
- Manage, track and systemize the annual performance review process for all staff to ensure equitable reviews and raises.
- Manage internal staff professional learning initiatives including coordinating management training seminars and staff retreats.
- Develop and implement policies, processes, professional learning, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Maintain the employee handbook and make updates as needed.
- Conduct workplace investigations as necessary, and collaborate with leadership and staff to repair harm for incidents including but not limited to harassment, discrimination, and violation of company policies in coordination with CASEL's co-employer and legal support.
- Collect and analyze data related to the implementation and outcomes of recruitment and retention strategies or initiatives for continuous improvement.
- Ensure compliance with and maintain knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Maintain updated compensation analysis to ensure equitable pay and promotion structures.
- Offer practices and strategies for maintaining a healthy, inclusive remote-first organization.
- Perform other duties as assigned.

### **Qualifications**

- Excellent listening, verbal, and written communication skills.
- Proven ability to excel at teamwork and cross-departmental collaboration.
- Strong conflict resolution skills.
- Proficient in MS Office Suite, Google Suite, and Outlook.
- Excellent organizational skills and attention to detail.
- Strong analytical and collaborative problem-solving skills.

- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Deep knowledge of various recruitment and sourcing strategies and technologies (i.e. ATS and HRIS systems).
- Ability to lead engaging staff professional learning.
- Minimum of seven years of human resource management experience required, with strategic planning, talent acquisition, and/or business development experience highly preferred.

### **Certification Requirements**

- SHRM-CP or PHR certification required.
- Certification, training and/or experience in leading Diversity, Equity, and Inclusion initiatives required.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

### **Compensation**

This is a full time, exempt, benefits eligible position. CASEL offers competitive salaries commensurate with experience and certifications.

### **To Apply**

Please submit a cover letter and resume that includes references to [careers@casel.org](mailto:careers@casel.org). Please include the position title in the subject line of your email, and in your cover letter, mention where you heard of this position.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, gender identity or expression, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.

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