



Vice President of Human Resources

Supervisor: Executive Vice-President
Status: Full Time
Classification: Exempt
Prepared by: Executive Vice-President & HR

Mission

Maĥpiya Luta embraces Lakĥota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakĥota language, art, and culture.

Position Details and Summary:

Mahpiya Luta | Red Cloud (ML|RC) employs 180 staff and faculty. Located on the Pine Ridge Indian Reservation, the schools educate more than 550 students annually through two elementary schools, a middle school and a high school. Through the business enterprise model at The Heritage Center, Red Cloud provides entrepreneurial opportunities to hundreds of Lakota artists. Parishioners and the greater community are served through many service programs by the six churches across the reservation.

Reporting directly to the Executive Vice President, the Vice President of Human Resources supports the mission and goals of the institution, and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a high quality workforce. This position will serve as a thought partner to the Executive Vice President and Executive Cabinet to provide HR advisory services with regards to leadership, coaching, talent acquisition, engagement, compensation, organizational design and change, and performance management.

RESPONSIBILITIES AND DUTIES:

I. Essential Job Functions:

The Human Resources Vice President guides and manages the overall provision of Human Resources services, policies, and programs for the entire institution. The major areas directed are:

1. **Administrative**

- a. The Vice President is expected to be a trusted member of the executive vice president's leadership team, to include the handling of time sensitive and highly confidential human resources matters.
- b. Provide leadership in an effort to enhance HR services by creating, writing, and institutionalizing policies, procedures, and practices and communicating them effectively to the ML|RC community.
- c. Chair the Policy Advisory Committee.

05/2024

Red Cloud School, Inc.

(605) 867-5491 | 100 Mission Drive | Pine Ridge | South Dakota | 57770

- d. Partner with Legal Counsel to ensure compliance and mitigate organizational risks.
 - e. Makes recommendations for compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
 - f. In conjunction with Legal Counsel and coordination with the Apostolic Leadership Team, prepare employment contracts for all non-instructional staff.
 - g. Oversees departmental Key Performance Indicators (KPI's).
 - h. Supervise the HR Assistant.
 - i. Oversees the IT department
 - j. Supervises the IT Manager and IT Technician.
- 2. Strategic**
- a. Develop and implement an HR plan that aligns with the overall mission and strategy of the organization, resulting in innovative best practices and policies that will service the full range of Mahpiya Luta | Red Cloud HR needs.
 - b. Gain an understanding of the organization and participate fully in all strategic deliberations.
 - c. Optimize the HR function/team, modernize and refine key processes and activities aligned toward achieving strategic objectives.
 - d. Provide HR guidance on special projects, talent reviews, training, change management, organizational design and strategic human capital planning.
 - e. Implement a vision for HR to ensure a high-performing culture of success, accountability, transparency and collaboration.
- 3. Employee Recruiting and Retention**
- a. Manage and administer employment services including recruitment, selection, hiring, promotions, leaves and separations, orientation and retirement
 - b. Ensure underrepresented candidates and employees are represented in all employment decisions.
 - c. Ensures compliance with regulatory and employment agency regulation such as, but not limited to: ADAA, OSHA, FMLA, EEOC, and FLSA.
- 4. Professional Development**
- a. Serves as a resource for employee orientation, development, and training.
 - b. Develop and implement a system of employee performance appraisal for all departments.
 - c. Conduct exit interviews to identify reasons for employee departure.
 - d. Manage PD Funds for Institutional PD and Native American Teacher Enrichment
- 5. Culture**
- a. Develop relationships with the employees of ML | RC and become someone who is sought for advice and counsel on HR, cultural, and organizational issues.
 - b. Facilitate integration of diverse workgroups, cultures, and newly acquired assets.
 - c. Coach and counsel management in developing themselves and their teams to achieve improved performance and engagement

- d. Counsel, coach and guide managers and staff in addressing concerns and complaints to assure fair and equitable treatment while ensuring compliance with local labor regulations and practices.
 - e. Coach and mentor fellow colleagues/managers and develop leadership bench strength capable of addressing the challenges of the organization.
 - f. Mediate employee relations and performance issues and provide counsel to fellow managers on appropriate methods of performance management
 - g. Role model ML|RC core values and demonstrate leadership consistently with all members of the RCIS community.
6. **Other**
- a. Other duties as deemed necessary by the Executive Vice President.

POSITION SPECIFICATIONS and QUALIFICATIONS:

Education and Experience

- ❖ Knowledge of the Oglala Lakota history, cultural values and spiritual traditions strongly preferred.
- ❖ Knowledge of Jesuit ministries of the Pine Ridge Reservation.
- ❖ Experience and/or knowledge with non-profit organizations.
- ❖ Bachelor's degree required. Advanced degree preferred. Certifications in HR preferred (SPHR, SHRM-SCP).
- ❖ Experience in Human Resource Management or related fields.
- ❖ Computer skills with Microsoft Word, Excel, PowerPoint, and Google.
- ❖ Knowledge of Human Resource Management software preferred.
- ❖ Strong organizational skills with ability to prioritize and meet deadlines.
- ❖ Strong ability to multitask.
- ❖ Strong ability to interact effectively with management, co-workers, and community.
- ❖ Excellent skills in oral and written communications.
- ❖ Knowledge of laws, regulations, policies, and concepts pertaining to employee relations.
- ❖ Knowledge of mediation and alternative dispute resolution principles and applications, including grievance process.
- ❖ Knowledge of regulations pertaining to physical requirements, fitness for duty, and accommodation of disabled employees.

Red Cloud prefers but not requires this position to be filled with an Indigenous professional with Human Resources experience with a passion for promoting Indigenous leadership.

This position is Open Till Filled

Starting Base Salary Range: \$ 60,000 - \$ 90,755/ DOE

To Apply

Submit or email a cover letter, resume and General Application with any supporting documents to:

Brenda Bad Heart Bull, Executive Director of HR
Mahpiya Luta/Red Cloud School

100 Mission Drive
Pine Ridge, South Dakota 57770
brendabadheartbull@redcloudschool.org