



# Lick-Wilmerding High School

## HUMAN RESOURCES MANAGER

### LOCATION

San Francisco, CA

### POST DATE

February 23, 2024

### PRIORITY DEADLINE

March 22, 2024

### COMMITTEE INTERVIEWS

Early-to-Mid April

### ON-SITE FINAL ROUND

Mid-to-Late April

### EXPECTED DECISION DATE

April 30

### START DATE

Late Spring /  
Early Summer

### REPORTS TO

Chief Financial and  
Operations Officer

### SALARY

\$140,000 – \$150,000

# Summary

Lick-Wilmerding High School is a private school with public purpose, serving 550 students in grades 9-12 in San Francisco. Since its founding in 1895 as a vocational school, Lick-Wilmerding has built upon a long tradition of valuing and integrating the liberal arts, sciences, technical arts, visual arts and performing arts to offer a robust college-prep curriculum. Today, the LWHS curriculum is both a catalyst and a vehicle for civic engagement, and the Public Purpose Program offers students the opportunity to contribute their time, talent, and treasure through partnerships with community organizations. Students demonstrate an unparalleled commitment to their communities, the motivation to deeply explore their interests, and a desire to positively impact the lives of others.

Lick-Wilmerding High School currently seeks an experienced human resources (HR) manager who will serve as the school's primary HR representative. Working closely with the dean of faculty, director of athletics, and dean of equity and inclusion, the HR manager will provide hands-on support in the hiring, onboarding, and offboarding of faculty, staff, and coaches. The HR manager will also facilitate payroll and benefits administration, develop employee policies and procedures, and implement a staff performance management plan.

The HR manager will report directly to the chief financial and operations officer who currently oversees HR for the school in partnership with an external HR consulting firm. Once onboarded, the HR manager will ensure that HR functions remain primarily in-house, but will still have access to external consultants for administrative support on specific HR-related projects. Likewise, the HR manager will work with the controller and staff accountant in the school business office to reconcile payroll and benefits.

In addition to having experience implementing HR best practices, successful candidates would also demonstrate a commitment to social justice, equity, and inclusion, and an eagerness to collaborate with colleagues as an active member of the larger school community. The growth path for this role is a director-level HR position, which would come with expanded responsibility following a successful tenure as the HR manager. Lick-Wilmerding looks forward to welcoming an HR manager later this spring or early summer.



## MISSION

A private school with public purpose, Lick-Wilmerding High School develops the head, heart, and hands of highly motivated students from all walks of life, inspiring them to become lifelong learners who contribute to the world with confidence and compassion.



# History

1874

James Lick establishes a trust of \$540,000 to endow the California School of Mechanical Arts, now commonly referred to as "Lick."

1894

Jellis Clute Wilmerding leaves \$400,000 to the Regents of the University of California to establish and administer another school, the Wilmerding School of Industrial Arts — a school for boys specializing in building trades and architecture drafting.

1912

George Merrill opens the Lux School for Industrial Training for Girls, using space from the Lick facilities, with a curriculum focused on sewing and textiles, food, health, art, and retailing and merchandising.



1913

Lux opens its own building the following year, on land purchased from the Lick and Wilmerding Schools. The original Lux building still stands today at the corner of 17th and Potrero Streets in San Francisco.

1952

Lux closes, but its early contribution to women's education becomes a national model and significant accomplishment.

1955

Lick and Wilmerding merge to form Lick-Wilmerding High School, and moves to its current campus on Ocean Avenue. It becomes a boys-only school, and begins to develop its outstanding college-preparatory curriculum.



1972

Lick-Wilmerding becomes co-educational once again and, shortly thereafter, begins charging tuition for the first time in its history.

1986

Two Lick-Wilmerding faculty co-found Aim High, a summer school program for public middle school students that would later grow to nearly twenty campuses.

2018

Lick-Wilmerding finishes renovating its main building, the third of three major construction projects since 1997 (first two: library and shops)



# Vision for Equity & Accountability

Lick-Wilmerding High School strives to cultivate a diverse, collaborative community of students and adults that is rooted in empathy, equity, respect, humility, and accountability. We commit to uphold the tenets of anti-racism and to interrupt all forms of interpersonal and institutional bias and discrimination. We aspire to create safe, joyful spaces for learning where everyone brings their whole selves, feels known and heard, lifts each other up, and engages in all aspects of life at LWHS and beyond.



## Community Norms



- SPEAK FROM THE "I" PERSPECTIVE
- LEAN INTO DISCOMFORT
- RESPECT THE MESSINESS OF IDEAS
- SUSPEND JUDGMENT OF SELF AND OTHERS
- HONOR CONFIDENTIALITY
- ACCEPT SILENCE AS PART OF THE PROCESS
- TAKE SPACE, MAKE SPACE, INVITE IN
- SEEK MULTIPLE PERSPECTIVES, TREATING THE CANDIDNESS OF OTHERS AS A GIFT

## Sam Mihara '51 Day of Justice

Every spring the entire LWHS community participates in an in-house conference that explores identity, privilege, and oppression planned by students who have attended the NAIS Student Diversity Leadership Conference, the White Privilege Conference or the Creating Change Conference. Workshops are led by faculty, staff, students and local facilitators or activists. Past session topics have included microaggressions, how ideas about gender impact politics, different belief systems, orientalism, and rap as activism, to name a few. While it can be challenging to explore the cycle of oppression, the Sam Mihara Day of Justice ultimately aims to inspire compassion and a commitment to equity within all LWHS community members.



# Key Statistics

Founded in  
1895

Average  
class size:  
17



## CAMPUS SPACES INCLUDE

- Technical Arts “shops”
- caf eteria
- full-court gymnasium with rock climbing wall
- music studio
- dance studio
- photography studio with darkroom
- 7,100 square foot library



550 total students

68% students of color

85% of students participate in a sport

57% of students participate in performing arts



## DIVERSITY

Of the 550 students at Lick Wilmerding High School:

7-14% of each class are first generation-to-college students

11% Black or African American

38% Asian incl. East and South Asian

18% Latinx

61% White, with 36% identifying as multiracial

67 faculty members with an average of

19.2 years of teaching experience

48 with Master’s degrees

3 with PhDs



Multi-year investment and partnership with neighboring City College of San Francisco for use of athletic fields and facilities

Annual financial aid allotment **\$7M**

[www.lwhs.org](http://www.lwhs.org)





# Strategic Plan

As LWHS celebrates its 125th year, this next chapter of our school builds on recent accomplishments and enduring strengths, including:



**Our diverse and vibrant community** of learners that mirrors the Bay Area and broadens the perspectives of each community member.



**Our commitment to public purpose** exemplified by the work of The Center for Civic Engagement.



**A diverse, talented, and committed faculty and staff** who collaborate, innovate, and model their passion for learning.



Broad interest in the school, enabling LWHS to craft a **learning community that embodies our mission.**



**An outstanding academic program** and ever-evolving Head, Heart, Hands philosophy that asks students to use knowledge and skills to address the most complex societal issues.



**A solid financial foundation and increased charitable giving** to support the school and its commitment to access and success for all of our students.



**Our nationally recognized technical arts program** that builds upon the foundation of the school, teaching students to solve problems and demonstrate resilience.



**A beautiful urban campus** marked by innovative design, a sustainable footprint, and spaces that foster collaboration and connection.



# Head, Heart, & Hands



LWHS prepares its students to thrive in college and to be passionate, self-directed, lifelong learners. Toward these ends, its faculty employ a wide range of teaching methods, intended to help every student succeed. LWHS has a long tradition of valuing and integrating the liberal arts, sciences, technical arts, visual arts and performing arts. The resulting rigorous head, heart, hands curriculum provides students with a “toolbox” with which to build lives of consequence and fulfillment. In order to prepare students to assume responsible adult roles in the world, ethical thinking is explicitly woven through the curriculum. Similarly, problem solving and collaborative skill building, including learning when to lead, when to listen, when to contribute, and when to follow, are integral to a LWHS education. Prizing innovative thought, most distinctively through the integration of science, technology and design, LWHS encourages students to marshal the courage to make mistakes in order to learn and become more resilient. LWHS further believes that mindfulness and healthy ways of being, including seeking balance in one’s life, are essential to living a life of care — for self, family, community, and environment.



## A Public Purpose

As a private school with a public purpose, service and community engagement are at the core of an LWHS education. The LWHS curriculum is both a catalyst and a vehicle for civic engagement, offering real world insights and inspiring students to contribute their time, talent, and treasure to work that matters. The larger community — local and global — is an extension of LWHS classrooms, providing students opportunities for thoughtful and effective problem solving and stewardship. In addition, LWHS shares its innovative educational models, as well as its knowledge, networks, and resources, with others who are committed to improving lives, prospects, and possibilities for young people.

The Public Purpose Program is a way for students to truly live LWHS’ mission and meaningfully engage with local, national, and global communities. During their four years at LWHS, all students will participate in the Public Purpose Program (PPP), which guides students in several ways, from recognizing how to apply their education and unique talents, to ultimately affecting positive change and social justice.



# The Shops



## Technical Arts

With hands-on processes and projects at the core, LWS Technical Arts teaches at the junction of Design & Engineering & Craft in service of Connection & Community & Purpose. Lick-Wilmerding Technical Arts is more than the “hands” part of the school. Courses in **Jewelry, Code, Wood, Sewing, Metal, Digital Fabrication, and Electronics** are a place to skill up and connect with your and your peers’ humanity. It’s a place to learn about designing, prototyping, and building things together that bring **joy, confidence, and meaning**. Regardless of future study or career, Technical Arts classes teach students about project management, working in teams across differences, persistence in the face of challenge, being resourceful, object and experience design, and craftsmanship. Classes emphasize hard and soft skills and help form whole and flexible young adults, of all identifiers, for a changing world.

## Visual Arts

Visual Arts teachers encourage students to **explore their imagination, tap their experience and knowledge about the world, and trust their unique vision** without fear of failure. We stress visual literacy, conceptual thinking, experimentation, craftsmanship and commitment. We ask our students to **explore, take risks, persevere and deepen their visual perceptions** honestly, reflectively and carefully. Our intention is to inspire them to be curious, creative and courageous, but also disciplined and attentive. We hope that through the development of their visual literacy our students will become more confident in the uniqueness of their vision.





# Athletics & Performing Arts



## Athletics

Currently, the Athletics program at LWHS is comprised of 36 teams representing 16 different sports at the Varsity, Junior Varsity, and Frosh/Sophomore levels. More than 75 percent of the student body participates in athletics throughout the academic year.

## CCSF Partnership

LWHS students have access to City College of San Francisco's Health and Wellness Center, an expansive athletic complex located across the street from the LWHS campus. The Wellness Center houses multiple weight rooms, cardiovascular facilities, basketball courts, a 25 yard indoor swimming pool, all-weather track, eight tennis courts, and a turf soccer and lacrosse field.

## Performing Arts

The Performing Arts department educates students in the craft, theory, and philosophy of the performing arts for the purpose of promoting personal and societal transformation. We provide students with an artistic platform in which they have the support to create, engage, and explore, fostering students' individuality, creativity, empathy, human connection, and discipline. We are committed to the representation of all perspectives and presenting work with a cultural, social, and historical foundation to empower students to develop their personal aesthetic, as well as reflect on their role as it extends beyond the classroom.



# Duties

## Employee Recruiting, Retention, and Development

- Support the hiring process for all personnel, including maintaining updated job descriptions, job postings, coordinating with applicants, and preparing employment agreements for offers.
- Coordinate closely with the dean of faculty, director of diversity, and director of athletics in the hiring of all new faculty and coaches, providing partnership in the search for talent.
- Oversee employee onboarding, including educating employees on school policies and procedures and ensure that each employee has required paperwork, not limited to fingerprinting, TB risk assessments, and I-9 acceptable documentation and is enrolled in the payroll system.
- Develop and implement a staff performance management program that provides relevant feedback on a regular basis.
- Oversee employee offboarding process, including exit interviews, turning in technology, enrollment in COBRA and termination of benefits.

## Payroll and Benefits Administration

- Work closely with the five-member business office, including partnering with the controller and staff accountant to accurately process payroll and reconcile benefits.
- Oversee the employee benefit program, including plan design and annual communication during open enrollment.
- Review and approve monthly and bi-monthly payroll, including all accruals (vacation accruals, sick leave and personal days).
- Support employees on all workers compensation claims and reports to the insurance carrier.
- Administer all leaves including communicating with employees, providing required paperwork, and updating payroll records accordingly.

## General Administrative

- Manage and maintain the human resources information system (Paycom), keeping accurate and up-to-date records in accordance with the school's legal, personnel and information needs.
- Update and educate employees annually on the employee handbook and the injury, illness, and prevention plan.
- Maintain employee personnel files; prepare all annual employment agreements.
- Administer all leaves of absences and communicate with employees throughout.
- Report to the chief finance and operations officer, serve on the school's retirement plan committee, and perform other duties as assigned.



# Qualities & Qualifications

## Professional Qualifications

- Bachelor's degree and at least five years of relevant HR experience; experience working in a school environment a plus
- In-depth working knowledge of various HR disciplines, including recruitment, HRIS management, performance management, employee relations, leaves of absence; experience with compensation and benefits a plus
- Demonstrated proficiency in using technology in support of HR operations including HRIS; payroll systems (e.g. Paycom); and DocuSign
- Knowledge of human resources principles, labor laws and regulations

## Personal and Leadership Qualities

- Organized and detail-oriented approach to managing multiple HR tasks and deadlines
- Strategic thinker with a strong understanding of the HR function and its role in supporting the school's mission
- Effective communicator able to clearly and concisely explain HR policies and procedures to employees
- Empathetic and relational approach to building rapport with employees at all levels
- Uncompromising integrity, discretion, and ability to maintain confidentiality at all times
- Deep personal and professional commitment to the principles of diversity, equity, inclusion, and social justice



Jeanette  
Moore

Chief Financial and  
Operations Officer



Alegria  
Barclay

Dean of Faculty

Both the chief finance and operations officer and dean of faculty will be key partners to the HR manager. The CFOO will provide strategic guidance and insight on schoolwide policies and initiatives, and the dean of faculty will work closely with the HR manager to hire, retain, and develop the school's talented and mission-aligned faculty.

We invite you to [watch our interview](#) with Jeanette and Alegria, who discuss their experiences working at Lick-Wilmerding and the school's inclusive and inviting community.



# How to Apply

12M Recruiting is acting on behalf of Lick-Wilmerding High School to identify exceptional HR leaders to fill this extraordinary opportunity.

Direct inquiries to:

[jobs@12MRecruiting.com](mailto:jobs@12MRecruiting.com)

Applications will be considered through March 22, 2024

All applications must be submitted online:

[www.12MRecruiting.com/jobs/LWHS/HR](http://www.12MRecruiting.com/jobs/LWHS/HR)



An application requires submitting four PDFs:

- Cover letter introducing yourself to the Lick-Wilmerding High School search committee
- CV or resume
- A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you — though we will not contact any references without obtaining your permission first)
- A response to the following prompt:

*In 250 words or less, please describe your approach to ensuring an equitable and inclusive hiring process.*

*LWHS is an equal opportunity employer. We value a diverse workforce and an inclusive culture. LWHS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.*

