

Mirman School

Human Resources Manager

Location

Los Angeles, CA

Post Date

March 21, 2025

Priority Deadline

April 13, 2025

Committee Interviews

Late April / Early May

On-Site Final Round

Early-to-mid May

Expected Decision Date

May 19, 2025

Start Date

Late Spring / Early Summer

Reports To

Chief Financial Officer

Salary

\$115,000 – \$130,000





Mission

We cultivate the boundless potential of highly gifted children, nurture their passions and talents, and develop a diverse community of creative and constructive lifelong learners.

Summary

Located 20 miles north of LAX in the Santa Monica Mountains, Mirman School is a K-8 independent school dedicated to serving highly gifted children in a dynamic, intellectually stimulating environment. The school nurtures the unique needs of gifted learners through a comprehensive education that integrates academic, kinesthetic, and artistic development, while fostering a strong commitment to social-emotional learning and inclusivity. Students are encouraged to fully explore their talents and are empowered to become innovative problem-solvers and compassionate, thoughtful citizens in an ever-evolving world.

Mirman School is seeking a human resources manager who is inspired by the school's mission and core values of Responsibility, Integrity, Discovery, Empathy, and Resilience. As a key member of the business office team and reporting directly to the CFO, the HR manager oversees all HR functions, including recruitment, onboarding, employee relations, performance management, and workplace culture initiatives. This role requires a strategic thinker who can align organizational objectives with employee needs, while maintaining the highest standards of professionalism and discretion.

The ideal HR manager will bring a strategic mindset and a commitment to creating an inclusive and positive work environment. Key responsibilities of this role will include providing timely, thoughtful support to employees, streamlining and enhancing HR processes and structures such as hiring, onboarding, and records management, and overseeing compassionate, steady support of employee performance management and accountability. Collaboration with school leadership and other departments will be critical to ensuring that HR practices are consistent, effective, and aligned with the school's mission and professional culture. The HR manager should also be dedicated to advancing the sense of belonging and inclusion across the school's hiring efforts and broader HR initiatives. With the ability to balance administrative duties with a hands-on, approachable style, the HR manager will be an integral part of Mirman's vibrant community. The selected candidate will join Mirman's community this spring or early summer, helping to shape and deliver exceptional HR services while supporting Mirman's mission of nurturing the growth and development of gifted learners.



Core Values

Mirman is responsible for both the academic and social-emotional growth of students. We foster strong character traits in our students as they develop both the individual and community skills necessary to be contributing members of society. Mirman's Core Values are:



Responsibility

We are obligated to care for ourselves, our community, and our environment.

Integrity

What we believe is right directly shapes our actions.

Discovery

We enthusiastically pursue knowledge about ourselves and the world around us.

Empathy

We strive to understand and value the experiences and feelings of others.

Resilience

We recognize challenges as necessary steps in learning and personal growth.

These Core Values are discussed and taught in our classrooms, on our playgrounds, on field trips, and at sporting events.

OUR STATEMENT OF INCLUSIVITY

We are committed to building a connected community that embraces multiple perspectives and cultural competency to strengthen gifted education and growth in the whole child. At Mirman, we strive to integrate inclusivity in our curriculum, school culture, and institutional identity. We honor and support a community built on diversity of thought, experiences, and identities to best engage our students in the academic, sociocultural, and complex world in which we learn and live.

OUR PHILOSOPHY

Mirman School embraces, supports and values the many facets and faces of giftedness as we nurture our students' abilities to reach their highest potential. As an educational institution, we are committed to personalizing our curriculum through depth and complexity, while celebrating the intellectual, creative, and kinesthetic dimensions of childhood and adolescence. We foster a culture of inclusivity and connectivity in which our students' academic, co-curricular, and socio-emotional experiences and needs are supported. Mirman faculty and staff model empathy and respect in our communal effort to enhance whole-child learning. Our goal is to inspire lifelong curiosity and learning, the continuous pursuit of excellence, and ethical leadership amongst our students and graduates.



Mirman School Experience



Mirman School is committed to raising the whole child to their full potential. Our curriculum nurtures each child's unique course of intellectual, creative, kinesthetic and social-emotional development, all in an environment dedicated to encouraging inclusivity through diversity of thought, experience and culture. A 1:1 Apple technology school, hands-on exploration, and design thinking are fully integrated across our curriculum.

Athletics

Mirman School's Athletics Department offers a broad program of athletics including flag football, volleyball, soccer, basketball, and track & field. As a participating member of the San Fernando Valley Private School League in both the Elementary and Junior High Divisions, Mirman students are given the opportunity to develop skills in a variety of sports starting in Fourth Grade.

The Arts

Our musical, theatre, and visual arts programs are cornerstones of our curricular and campus life experience. Mirman School encourages artistic and creative talent across all fields of study. Student work can be seen showcased throughout the year on stage, on tour, and throughout campus.

Student Life & Leaders

Mirman offers numerous opportunities for student life and leadership across both Lower and Upper School levels. Opportunities include The Student Diversity Leadership Council (SDLC), The Lower School Student Advisory Council (LS SAC) and Student Council for Upper School students.

Mirman X

Mirman X is a middle school startup accelerator that encourages Upper School students to tackle moonshot projects that have the potential to help a community in some meaningful, tangible way. Mirman School provides the material resources and professional guidance to support an idea from genesis to market, and our students have an opportunity to truly innovate by thinking big and doing amazing things!

Service Learning

Service Learning at Mirman is a collaborative form of experiential education for students and the community at large to promote civic engagement and social responsibility. We bridge meaningful community engagement with curriculum and instruction to foster a school community that is both prepared and committed to creating a more inclusive and equitable society.

Camp Mirman

Children, including those not enrolled at Mirman, can apply to our six-week summer STEAM day camp and immerse themselves in arts, science, tech, and team sports.



Equity and Inclusion



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Dignity. Belonging. Justice.

Our equity and inclusion work is guided by the NAIS Principles of Good Practice; the Office of Equity, Inclusion, and Community; the Board Committee on Inclusivity; Mirman's Statement of Inclusivity, philosophy of education, and Core Values; and the overarching theme of "Dignity, Belonging, and Justice," where every member of the Mirman community has the right to be seen, affirmed, valued, and advocated for.

Equity and inclusion at Mirman bridge three areas of school life: curriculum and instruction, culture and climate, and institutional identity. Guided by the Board of Trustees' vision and strategic plan, students, families, and educators partner together to teach, learn, and practice inclusivity and equity in our connected community.

Our work includes but is not limited to curriculum planning, affinity groups, community-wide education and programming, service learning, and campus activities and events.

We invite you to [learn more](#) about Mirman's commitment to fostering equity and inclusion, and the impactful initiatives that are implemented to create a more diverse and inclusive community.



22-25 Strategic Plan



Integrated Gifted Curriculum

Continue to create a comprehensive gifted curriculum and culture that integrates SEL and DEI in ways that strengthen the Mirman School community's education, belonging, health, and well-being through strong integrated academics.

COMMUNITY

Continue the integration of core values with curricular goals while enhancing the connection between Mirman's school culture and curriculum, including all students, parents, faculty, and staff.

PROGRAM & CURRICULUM

- Continue to define and implement best practices related to a rigorous thematic and integrated curriculum serving highly gifted students in alignment with NAGC recommendations.
- Develop, document, and distribute a clear and delineated curriculum map that ensures ongoing cohesion grade to grade, discipline to discipline, and division to division.
- Expand mission-driven signature programs and curricular experiences that promote creative, collaborative, and critical thinking skills, allow students to explore their passions and talents, and provide opportunities for student leadership and impact on and beyond the Mirman campus.
- Develop a comprehensive, integrated, and developmentally appropriate social-emotional K-8 curriculum for highly gifted students.

FACULTY & STAFF

- Provide ongoing professional development that focuses on gifted pedagogy, social-emotional learning techniques, cultural competency, and the development of an anti-bias curriculum.
- Build individual faculty/staff professional growth plans that provide tiered benchmarks to allow additional opportunities for upward growth, rewards, and recognition.
- Develop and implement a clearly delineated structure for performance reviews for all faculty and staff.



Powerful Mission-driven Partnerships

Establish Mirman School as a thought leader and resource in gifted education through curricular innovation and collaboration between and among mission-aligned partners.

Equity and Access

Deepen Mirman's institutional identity by actively developing and expanding all policies, procedures, programs, and marketing initiatives specifically designed to make Mirman School more accessible to qualified students, faculty, staff, and families in service to our mission.

COMMUNITY

- Cultivate Mirman community relationships in order to advance the strategic priorities of the school.

PROGRAM & CURRICULUM

- Provide on-campus programming, teacher training, and strong partnerships with other gifted education leaders.
- Strengthen existing and explore new opportunities for partnerships with educational institutions, businesses, and non-profit organizations.

FACULTY & STAFF

- Encourage and support our practitioners to share best practices, knowledge, and resources in gifted education as well as DEI/SEL with students, educators, and families through a variety of avenues.
- Encourage faculty and staff to explore and develop opportunities for strategic local and global relationships beyond Mirman School's physical campus.

COMMUNITY

- Recruit and retain a diverse population of educators, administrators, staff, students, and trustees, which includes increasing Latinx, Black/African American, and female representation and enhancing SES diversity.
- Develop a broad and sophisticated training program for all stakeholders that defines and illuminates the intersectionality of highly giftedness, cultural competency, and social-emotional learning.
- Establish Mirman School as an educational leader by promoting the value of our DEI initiatives both within the community and to a wider audience.

PROGRAM & CURRICULUM

- Develop and implement initiatives to increase student retention in the Upper School.
- Develop and implement initiatives to support and value the many dimensions of Mirman School's gifted learners.

FACULTY & STAFF

- Formalize hiring practices with a focus on teacher excellence, core values, institutional enhancement, alignment with our mission, and cultural competency. This also includes formalizing job expectations and onboarding initiatives for all positions.
- Formalize Mirman's pedagogical approach to highly gifted education and develop initiatives to support institutional alignment with our curricular, SEL and DEI goals.



Institutional Sustainability and Growth

Invest in and build financial, physical, and digital infrastructure related to program/curriculum, faculty/staff, and facilities/campus in order to provide a best-in-class Mirman education.

COMMUNITY

- Work with the PSL Executive Board to incorporate PSL into the school's operations rather than a standalone entity so that PSL's mission can be "fun" raising as well as the removal of barriers to entry for the entire Mirman community.

PROGRAM & CURRICULUM

- Explore all opportunities for economic support to develop the most sophisticated programs and curriculum that serve highly gifted learners and the faculty/staff that support them.

FACULTY & STAFF

- Implement compensation strategies that focus on pay equity and setting Faculty/Staff salaries at the 75th percentile or better per NAIS benchmarking.
- Increase Faculty retention by strategically finding more robust benefit plans that are best-in-class and nurture the professional culture and improve the employee lifecycle consistent with Mirman's mission.

FINANCIAL SUSTAINABILITY & ADVANCEMENT

- Ensure that Finance and Advancement initiatives follow best practices and are designed to directly support the strategic objectives and vision of the Board of Trustees and Head of School.
- Fully implement the Flexible Tuition Program approved by the Board of Trustees in May, 2022 to move Mirman forward in its commitment to inclusivity and SES diversity.
- Identify strategies focused on endowment growth and planned giving as part of comprehensive financial and fundraising plans, including strengthening the connection with Mirman's historical and prospective alumni base.
- Strengthen our brand and marketing initiatives with a focus on our programs, mission, philosophy, and impact.
- Explore new and improve existing alternative revenue streams and fundraising opportunities.

CAMPUS & FACILITIES

- Explore/develop opportunities for upgrading existing facilities, including but not limited to the building of our campus infrastructure.
- Update the Campus Master Plan to prioritize future capital expenditures and initiatives relative to Mirman's physical assets.
- Explore opportunities for expanding and innovating our learning settings in flexible ways to increase access to the curriculum beyond existing facilities and communities.



Key Stats

FOUNDED IN

1962

430

STUDENTS

70%

of students identify as a person of color



FAMILIES FROM

72

ZIP codes

FACULTY : STUDENT RATIO

1:6

overall

29 faculty members with Master's degrees and **9** faculty members who have earned doctorate degrees

ACCREDITING BODIES

California Association of Independent Schools (CAIS)

Western Association of Schools and Colleges (WASC)

ENDOWMENT AMOUNT

\$10 million

ANNUAL FINANCIAL AID ALLOTMENT

12% of tuition

MEMBERSHIP ORGANIZATIONS

ATLIS

CAIS

CAL-ISBOA

California Association for the Gifted

NAIS

NBOA

School Speaker Alliance of Los Angeles

WASC

SUPPORTING HIGHLY GIFTED CHILDREN AT MIRMAN

Highly gifted is a clinical term applied to people in the top 1% of intelligence norms, so determining if a child is highly gifted requires IQ testing. Despite the wide range of ways these talents might manifest in a young person, research in the field has revealed some common indicators of giftedness. At Mirman, a highly trained teaching faculty made up of lifelong learners assists our students in nurturing and developing these traits to their fullest potential.

www.mirman.org





Duties

HR Strategy and Leadership

- Lead the development and execution of HR strategies, systems, and structures that align with Mirman’s mission and core values, focusing on building an inclusive and supportive workplace culture.
- Partner with school leadership to align HR practices with the school’s strategic goals, fostering a positive work environment that supports Mirman’s dynamic culture.
- Cultivate a workplace culture that reflects Mirman’s values of Responsibility, Integrity, Discovery, Empathy, and Resilience.
- Support and enhance the school’s commitment to providing “best-in-class” employee compensation and benefits.
- Work with department leads to ensure effective mentoring, cross-departmental onboarding, training, and professional development for all faculty and staff.

Employee Relations and Inclusive Community Building

- Create a supportive environment where faculty and staff feel valued and heard, fostering open communication and collaboration across the school.
- Provide guidance on workplace issues, conflict resolution, and professional development, ensuring employees are empowered to grow.
- Address employee relations, performance concerns, and accountability proactively, fostering a sense of community and shared purpose.
- Promote initiatives that support work-life balance and employee wellness, contributing to overall staff well-being.
- Lead and drive inclusivity-aligned HR initiatives, ensuring hiring practices attract and support a highly diverse workforce, advancing equitable employee professional development and fostering a work environment that continues and enhances the already pervasive sense of belonging and community.
- Ensure that all HR practices — recruitment, training, and community engagement are aligned with the school’s equity, inclusivity, and community goals and values.



HR Operations and Systems

- Oversee HR processes including recruitment, onboarding, performance management, and offboarding, ensuring they align with the school's goals and culture.
- Collaborate with leadership to refine HR processes, ensuring systems are efficient and meet the needs of both the school and its employees.
- Manage payroll and benefits administration, ensuring accurate, timely processing and record-keeping while remaining compliant with all relevant regulations.
- Support the head of school, CFO, and supervisors in managing performance evaluations, performance improvement plans, and conducting exit interviews, ensuring transparency and fairness.
- Sustain and advance the annual salary review process with the CFO and other members of the Business Office to ensure that compensation goals are met relative to California statutes for pay transparency, gender pay equity, and the school's strategic plan goals.

General Administrative

- Manage the HR information system (HRIS) to ensure accurate and compliant employee records.
- Collaborate with leadership to update and maintain the Employee Handbook and annual Employee Benefits Guide, ensuring both documents reflect the school's current policies and regulations.
- Ensure compliance with regulatory requirements (e.g., FMLA, CFRA, PFL, workers compensation), and proactively manage employee questions and concerns.
- Coordinate the timely completion of the NAIS, NBOA, and Cal-ISBOA annual demographic surveys.
- Report to the CFO and perform other duties as assigned to support the school's HR needs.

Interview with the CFO



RICHARD BENFIELD
Chief Financial Officer

Joining Mirman in 2020 as chief financial officer, Rick Benfield has many years of experience supporting independent schools and organizations across multiple industries. Prior to joining Mirman, Rick was the director of finance & operations at The Archer School for Girls for eight years. In addition to supervising finance and accounting, he is responsible for overseeing Operations, Facilities, Human Resources, Risk Management, Compliance, and Legal. Rick currently serves as a member of the American Camp Association National Audit & Finance Committee. He is Past-Chair of the California Collaboration for Youth and has held numerous positions on other non-profit boards.

We invite you to [watch our interview](#) with Rick, who discusses his experience working at Mirman, the school's inclusive and gifted community, the dynamic and fast-paced work culture, and the upcoming priorities and opportunities for the next HR manager.



Qualifications & Qualities

Professional Qualifications

- Bachelor's degree from an accredited college or university required; advanced coursework, degree, or HR certifications preferred
- Five or more years of relevant HR experience; prior experience in an educational environment preferred
- Comprehensive knowledge of HR functions such as recruitment, HRIS management, performance management, employee relations, and benefits administration
- Experience with payroll systems (e.g., Paychex Flex, EASE) and document management tools (e.g., DocuSign)
- Proficiency in Google Suite, including Docs, Sheets, and Forms; advanced experience with Microsoft Excel and Word
- In-depth understanding of California labor laws, HR principles, and best practices

Personal and Leadership Qualities

- Excellent communication and interpersonal skills, with the ability to collaborate effectively with faculty, staff, students, and administrators
- Proven ability to manage multiple tasks simultaneously in a very fast-paced culture while fostering an inclusive work environment
- An appreciation of the role of human resources in supporting a school's mission and culture
- Superior skill in clearly and empathetically explaining HR policies to faculty, staff, and administrators
- A willingness to practice active listening while seeking first to understand to produce outcomes that are high quality, efficient, and responsive to a colleagues' requests
- A passion for innovation, problem-solving, and continuous improvement
- Integrity, discretion, and confidentiality in managing sensitive information
- Commitment to equity, inclusion, and belonging, with experience maintaining a diverse professional community
- A flexible and solutions-oriented attitude, demonstrating a willingness to take on challenges, adapt to evolving needs, and ensure the success of human resources initiatives at Mirman School
- Good sense of humor





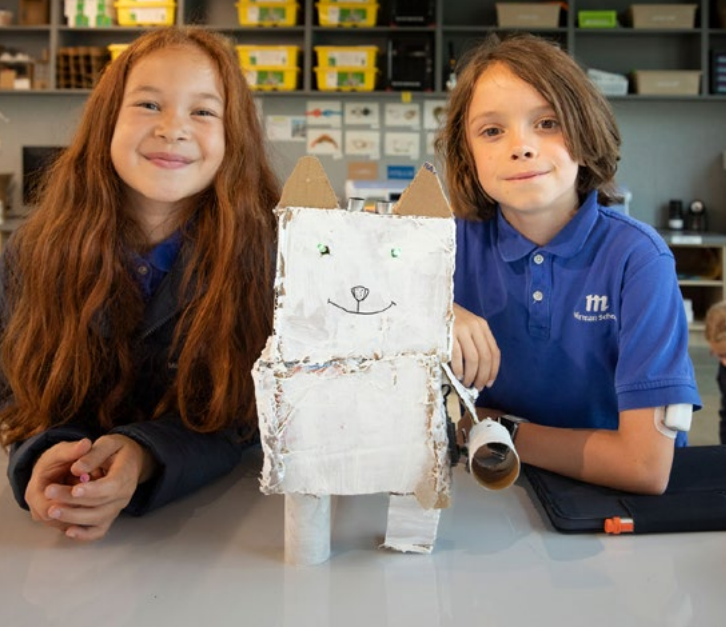
Job Perks

Join an ambitious and joyful community of dedicated and creative professionals building a future where everyone has a voice and a seat at the table. Mirman is a great place to be part of growing future leaders in a supportive and caring school culture that features consistent collaboration, innovative approaches to teaching and learning, a supportive administration, and lifelong connections among faculty and staff inspired by the school's unique mission. Come marvel at the wonder, humor, and inspiration that nurturing and engaging with highly gifted students naturally brings.



- Beautiful, rustic campus easily accessible from both LA's city and the valley sides
- Top-tier medical, dental, and vision coverage with zero to low premium contributions
- 403(b) Retirement with a 5% match and immediate vesting
- Flexible tuition eligibility if applicable
- Professional development support including opportunities for growth
- Relocation Assistance
- Employee affinity groups
- Paid holidays (e.g., Thanksgiving week, Winter, and Spring breaks) plus vacation
- Community and connection with staff/administration
- Generous benefits package, including medical, dental, vision, pet insurance, Lifelock credit monitoring, and flexible spending accounts





How to Apply

12M & Ed Tech Recruiting is acting on behalf of Mirman School to identify exceptional human resources leaders to fill this extraordinary opportunity. Direct inquiries to:

jobs@12MRecruiting.com

Applications submitted by **April 13, 2025**
will receive priority review

All applications must be submitted online:

www.12MRecruiting.com/jobs/Mirman/HR

An application requires submitting four PDFs:

1. Cover letter introducing yourself to the Mirman School search committee
2. CV or resume
3. 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)
4. A response to the following prompt:

Share one, simple, specific example of something you have done as an HR professional to support an organization's overall effort to sustain and nurture a highly functional culture where every employee feels a strong sense of belonging, engagement, and fulfillment.

At Mirman School, through an inclusive environment, we challenge our students and each other to be dynamic problem-solvers and thoughtful citizens. Mirman does not discriminate based on race, color, religion, gender, ethnic origin, age, physical disability or sexual orientation in administration of our educational policies, hiring policies, admissions policies, financial aid programs, athletics and other school-administered programs.