



FENWICK HIGH SCHOOL

A Dominican Catholic College Preparatory School Established 1929

Director of Human Resources

SEARCH PROSPECTUS



FENWICK HIGH SCHOOL

OAK PARK, ILLINOIS

www.fenwickfriars.com

START DATE – IMMEDIATE

Director of Human Resources

Seeking to fill the position as soon as possible. Conducting a rolling application process.

- Reports to the President
- Compensation is regionally competitive, \$90,000-\$115,000 based on experience and education
- Comprehensive Health, Dental and Vision Insurance
- Graduate Studies Reimbursement and Partnership with Dominican University for Reduced Tuition
- Children of Employees Receive Fenwick High School Full Tuition Waivers
- Vacation, Sick, Personal, Flex Days

Job Qualifications/Requirements

- Minimum bachelor's degree in human resources management or related field
- Minimum 7 years' experience as a human resources generalist
- Solid In-depth knowledge of HR principles, procedures, standards, practices as well as all state and Federal laws as It relates to all laws including but not limited to ACA and EEO, CMS, COBRA, FMLA and Workers Compensation.
- Ability to maintain a high degree of confidentiality.
- Must be proficient in Microsoft Office and Google Suite, Human Resource and Payroll applications and Employment recruiting websites.
- Excellent verbal and written communication skills
- PHR or SPHR certification preferred.





Job Function

- Responsible for directing all Human Resources functions including recruitment, compensation, health benefits, retirement plans, organizational development, HR systems and performance management.
- Develop and interpret organizational policies and procedures for faculty and staff. Ensure policies are enforced in a fair and consistent manner. Evaluate and revise policies when necessary.
- Work with Fenwick's health Insurance broker to develop Fenwick's group health plan. Analyze premium rates and coverage at renewal time. Make recommendations to the Administration as it relates to renewal rates and plan provisions. Ensure benefits are competitive. Responsible for the Open Enrollment process. Reconcile all health Insurance bills on a monthly basis.
- Review and evaluate potential candidates through the new hire process and provide Input to the hiring manager. Responsible for posting Job ads, recruiting, reference checking. Handle all verbal and written offers of employment for staff and administration.
- Responsible for managing faculty and staff training and professional development programs.
- Comply with all government reporting requirements.
- Notify faculty, staff, coaches, substitutes and volunteers of the compliance requirements from the Archdiocese of Chicago as it relates to the Protecting God's Children program. Track and follow-up with Individual's compliance in the Virtus database. Prepare the Archdiocese's annual report by ensuring every person affiliated with the School is in full compliance.
- Complete the Fall School Survey from the Archdiocese of Chicago and forward to Assistant Principal for submission.
- Ensure compliance with ISBE's Faith's Law for all new hires effective July 1, 2023.
- Provide counsel and guidance to employees concerning any human resources issues (I.e., attendance, employee morale, performance evaluation process, substance abuse problems, departmental conflict, etc.).
- Handle Workers Compensation, Unemployment and Accident claims.



About our community



Fenwick High School, guided by Dominican Catholic values, inspires excellence and educates each student to lead, achieve and serve.

In 1927, Cardinal Mundelein extended an invitation to the Dominicans of St. Joseph Province to build and administer a new high school in the Archdiocese of Chicago. In a simple but impressive ceremony, the cornerstone of the high school bearing the shield of the Dominican Order was placed by The Very Reverend Raymond Meagher, O.P., S.T.Lr., Provincial of the Province, on Tuesday, August 13, 1929. Before the cornerstone was laid, however, most of the work on the building was completed and with the splendid cooperation of the subcontractors, the school was ready for the opening day of school on Monday, September 9, 1929.

Fenwick opened its doors to 200 students and a staff of 11 Dominicans. The high school was named in honor of Edward Dominic Fenwick, O.P., the first Bishop of Cincinnati. Father Fenwick helped spread Catholicism throughout the Midwest and established the Dominican Order in the United States west of the Allegheny Mountains.

Fenwick High School was founded as an all-boys college preparatory school by the Fathers and Brothers of the Province of St. Joseph (New York), but in 1939, the St. Joseph Province was divided and Fenwick High School became part of the new Province of St. Albert the Great, with headquarters in Chicago. In 1992, girls were admitted for the first time. Today, Fenwick is known as a secondary school. Students use some athletic facilities, including a baseball field, two football fields, a softball diamond, and a soccer field on the campus of Fenwick's Dominican Priory in the nearby suburb of River Forest.

FAST FACTS



1,100

students



86

zip codes represented
among student body



150

grade schools represented

Fenwick has a strong academic tradition, as noted by the number of National Merit Scholars and Illinois State Scholars, high SAT and ACT scores (with averages ranked within the top 100 schools in the nation), and large numbers of students matriculating to top universities, such as those in the Ivy League and Big Ten. Since its founding, Fenwick has maintained a 100% college matriculation rate and Fenwick's students matriculate to many top American and international universities.

Fenwick has a highly accomplished faculty, four of which have earned the Golden Apple Award. In 1983 Fenwick was selected by the U.S. Department of Education as a Blue Ribbon School. On January 18, 1999, U.S. News & World Report classified Fenwick as an "Outstanding American High School", making Fenwick tied for the #1 ranked preparatory school in the Chicago area.

Fenwick has commenced several expansion campaigns at their present location in Oak Park based on their original Neo-gothic designed school created by the New York architect Wilfred E. Anthony, who also redesigned the Basilica of the Sacred Heart, Indiana for the University of Notre Dame in South Bend, Indiana. The latest expansions include a new field house with a 1,100-seat gymnasium and a 450-seat Natatorium; several new classrooms and updated athletic lockers; a new school entrance and gateway, and additional science laboratories and art studios, all of which are in keeping with the Collegiate Gothic look of Fenwick's school and original priory. Fenwick is in the early stages of the Centennial Campaign which will expand and improve the campus again, but also in keeping with the original Collegiate Gothic style, like many of the great universities of the western world.

FENWICK'S PHILOSOPHY OF EDUCATION

Since its founding in 1929, Fenwick High School has stood for the full and harmonious development of its students. Fenwick's philosophy of education is based on four foci: the flourishing of the human person, the Catholic theological tradition, the spirituality of the Dominican Order and the liberal arts.

Human Person

The human person is accorded unique dignity by virtue of being formed in the image and likeness of God. Every human person is willed by God and is an irreplaceable instance of God's love. Through the acquisition of knowledge, participation in society and various communities, and the living out of one's vocation, the human person finds meaning and fulfillment.

Catholic Tradition

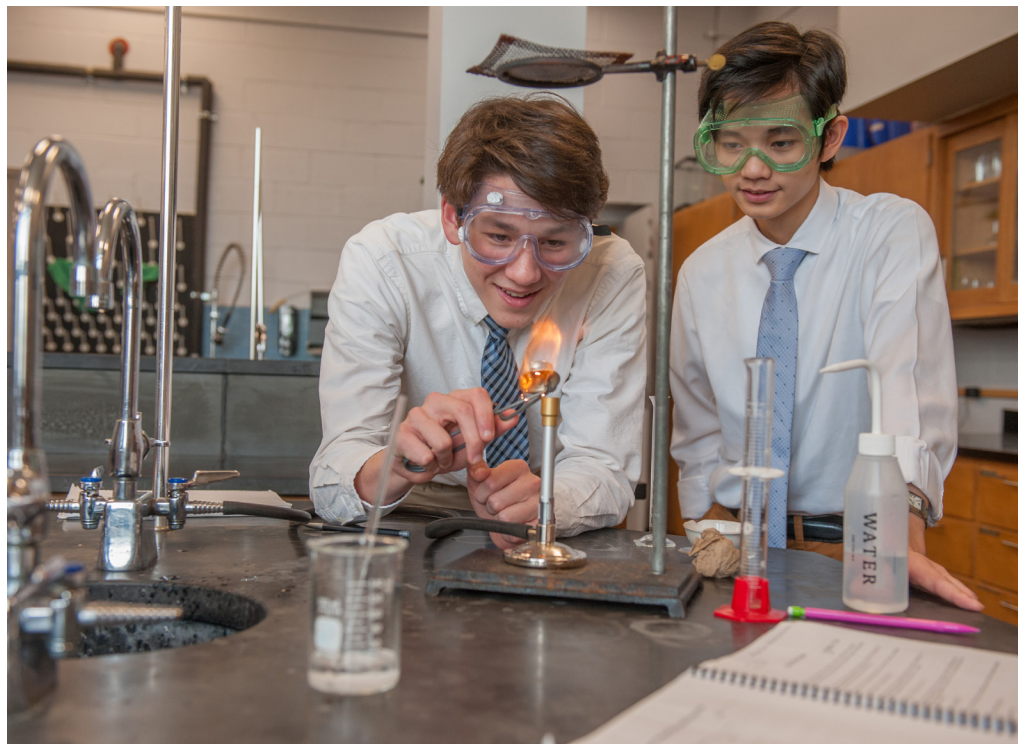
The Catholic theological tradition stresses the triumph of grace over sin through the passion, death, and resurrection of Jesus Christ and the gift of the Holy Spirit. Along with a doctrinal tradition founded in scripture, Catholics value continual theological development through dialogue with human history. Community and church are especially valued as they are organized for the service of the Gospel. The Catholic tradition esteems principles of sacramentality and mediation and work on behalf of justice and peace.



Dominican Heritage

St. Dominic valued the intellectual life as essential to a mission of preaching and teaching the truths of Christianity. Consequently, from its founding the Order of Preachers has been associated with centers of learning. This philosophy was further articulated by St. Thomas Aquinas who emphasized the relationship between contemplation and action, faith and reason, study and service. As a community steeped in this heritage, Fenwick upholds:

- Belief in God is reasonable.
- Knowledge leads one from false values and misperceptions of reality to freedom and truth.
- Working in concert with others and participating in community leads one to grow in virtue.
- Acting on one's beliefs while generously serving the common good is the epitome of personal fulfillment.



FAST FACTS



33%

of students receiving in-house
tuition assistance



\$300k

in merit-based scholarships



\$600k

grants through the Illinois
state tax credit scholarship
program to 48 Fenwick students



Liberal Arts

Fenwick prepares its students through an education in the liberal arts for a lifetime of aesthetic appreciation, assiduous study and critical thinking. The educational program stresses imagination, analysis, interpretation and logical, lucid expression while promoting in its students an appreciation of the wholeness and richness of life. This perspective encourages Fenwick students to explore not only the fields of personal interest but the broad range of the liberal arts core curriculum including humanities, science, history, foreign language and mathematics. Students embark on this exploration not in solitude but in dialogue with others.

FAITH LIFE

Dominican Friars are active in leadership, teaching, and campus ministry at Fenwick. There is a clear appreciation of the spiritual gifts that they bring to the school community. Students write and read the daily morning offering, and an optional daily Mass is offered in a stunning, recently restored campus chapel. Monthly all-school Mass allows for student participation as musicians, choir members, lectors, servers, and Eucharistic ministers.

Retreats offer students the opportunity to step back from the busyness of daily life in order to connect with others, pray, and self reflect. The annual freshman retreat seeks to build connections between students as well as to help them to connect to God and self. The annual sophomore retreat is focused on service and when circumstances allow, students go out into the community in small groups to participate in volunteer work with local service organizations. The Kairos retreat is a three day, two night retreat for seniors and is a capstone for a Fenwick student's faith formation.

FAST FACTS



12

students recognized by
National Merit Program



80

Illinois state scholars



\$28.5M

in college scholarships
awarded to Class of 2022

As a Catholic school, Fenwick's fosters students to heed Jesus' call in the Gospel to love one's neighbor. The school actively puts this Christian love into action through works of service. In students' junior year, they are required to complete 30 hours of service at one service site in order for students to build relationships with community members.

ACADEMIC PROGRAM

As the only high school in the United States sponsored by Dominican Friars, Fenwick has a unique tradition that offers more than a classic liberal arts education and world-class STEM. The students at Fenwick are powerful leaders, brilliant minds and faithful servants. As a premier college preparatory school guided by Catholic values and the Dominican pillars of spiritual life – prayer, study, community, and preaching – Fenwick students grow intellectually, spiritually and emotionally in a proven environment.

Fenwick High School has maintained a strong tradition of academic excellence since its founding. Students are required to study four years of theology, English, mathematics, and a foreign language in order to graduate.

Fenwick offers an honors program for students of exceptional ability. Individual departments set criteria in honors level classes. Fenwick also participates in the Advanced Placement (AP) program and offers 27 such courses.

This rigorous college preparatory program has consistently yielded outstanding outcomes, including for the Class of 2022, three perfect ACT scores, 12 National Merit Scholarship recognitions, 80 Illinois State Scholars, and 159 Presidential Scholars. The top 50% ACT composite score for the Class of 2022 was 29.9



ATHLETICS

With 35 different sports teams, Fenwick athletics has a storied history within the Chicago high school landscape. The goal of the athletic program is to provide competitive sports which are student-centered, inclusive, and filled with life lessons and skills that help the student-athletes succeed in college and beyond.

Of note, Fenwick has a rich water polo tradition since its earliest days when the campus housed one of the few natatoriums in the area. Since the Illinois High School Association first started sponsoring a water polo state tournament in 2002, Fenwick's men's and women's teams have won a combined eleven of the first fourteen state championships.

The Fenwick Friars compete in two conferences. Male teams compete in the Chicago Catholic League (CCL), while the female teams compete in the East Suburban Catholic Conference. The school competes in the state championship series sponsored by the Illinois High School Association (IHSA).

STUDENT SERVICES

Fenwick boasts a robust Student Services department, which oversees student support services as well as co- and extra-curricular offerings. The Student Services team works collaboratively with students, teachers, parents, and administrators to assist the students as they navigate their unique academic paths in order to become true leaders in the service of others.



FAST FACTS



31

alumni on faculty and staff

AP

27

AP courses offered



80%

Catholic students



The foundation for success at Fenwick High School is grounded in students holding to accountability of character, taking the initiative, and becoming vocal self-advocates.

The Student Services Department consists of the Dean of Students, class counselors, college counselors, school social worker and the school nurse. These offices offer services to students and their parents helping them to make the most of their Fenwick experience.

THE CAMPUS

The historic campus occupies a city block within the tree-lined Oak Park area of Chicago. Fenwick has commenced several expansion campaigns at their present location based around their original Neo-gothic designed school created by the New York architect Wilfred E. Anthony, who also redesigned the Basilica of the Sacred Heart, Indiana for the University of Notre Dame in South Bend, Indiana. The latest expansions include: a new field house with a 1,100-seat gymnasium and a 450-seat natatorium; several new classrooms and updated athletic lockers; a new school entrance and gateway inspired from the Arch of Northwestern University; and additional science laboratories and art studios, all of which are in keeping with the original Neo-gothic look of Fenwick's school and priory.

At this time, the school is in the midst of a major campaign which will expand and improve the campus again in keeping with the original Collegiate Gothic style. The school recently acquired 18 additional acres nearby which will be an exciting part of Fenwick's growth and next chapter as an institution.



ABOUT THE AREA

Just seven miles west of the Chicago “Loop,” Oak Park is its own village with beautiful tree-lined streets and numerous homes designed in the architectural style of Frank Lloyd Wright. The area is closely connected to Chicago with Chicago Transit Authority access via the Green Line and Blue Line “L” train lines, as well as the Metra Oak Park station downtown. Oak Park is an ethnically diverse community and is known for its socially liberal politics, with 80% or higher voter turnout in every presidential election since 2000. The area has a thriving arts community, resulting in part from its favorable location adjacent to Chicago as well as the village’s connections to international figures in the visual, literary, and performing arts such as Ernest Hemingway, Frank Lloyd Wright, Betty White, and Tymoteusz Karpowicz. This tradition continues into the present, as Oak Park is home to numerous theater, music, dance, and fine-arts professionals. The arts district on Harrison, bounded by Austin Avenue to the east and Ridgeland Avenue to the west, features boutique galleries, shops, and restaurants.