



St. Mary Parish Schools

Job Description: Human Resource Manager

Location: Central Office Complex

Closing Date: June 5, 2025, at 4:00 PM

Salary: 1.33 Index based on the 2526 St. Mary Parish School Board Teacher Salary Schedule

Position Overview: The Human Resources Manager plays a critical role in supporting the mission of St. Mary Parish Public Schools by overseeing and executing comprehensive human resources functions with a focus on compliance, accuracy, and operational efficiency. Reporting directly to the Director of Human Resources, this position is responsible for managing the daily operations of the Human Resources Department, ensuring adherence to legal standards and district policies, and providing vital support to employees and administrators.

Link to Job Description:

https://resources.finalsite.net/images/v1747948306/stmaryk12laus/ygxmbajsb0kvtqgqkm96y/HumanResourcesManager_0525.pdf

Qualifications:

- **Educational Requirements:**
 - Must possess a minimum of a bachelor's degree; bachelor's degree in HR or related field of study is preferred.
 - Proficient use of office technologies and intermediate to advanced experience using MS Excel, MS Word, and MS Outlook; working knowledge of payroll processing systems.
 - **Experience**
 - Human resource experience preferred.
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Salary: Shown Starting Salary is based on confirmed years of experience with a 1.33 index.

- Link to [The St. Mary Parish School Board Salary and Job Description Gold Book](#)
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How to Apply: Applications shall be submitted online at: www.stmaryk12.net/apply

Interested candidates should submit the following documents by **June 5, 2025, at 4:00 PM:**

- **Cover letter, Resume, and at least three professional references**
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Equal Opportunity Employment: The St. Mary Parish School Board is committed to providing equal employment opportunities and does not discriminate based on race, color, national origin, sex, religion, age, or disability in its employment practices or services.

If you meet the outlined qualifications and are dedicated to fostering a professional, inclusive, and effective work environment, we strongly encourage you to apply for this vital role. As a Human Resources Manager with St. Mary Parish Public Schools, you will play an essential part in supporting our educational mission by ensuring compliance, advancing organizational efficiency, and upholding the highest standards in personnel management. Join us in our commitment to excellence and help drive the success of our schools, staff, and students.