



ANCHOR BAY SCHOOL DISTRICT

Human Resources Department

5201 County Line Rd Suite 100 Casco Twp. MI 48064

Phone: (586) 725-2861 Fax: (586) 727-9059

NOTICE OF VACANCY

Position: Director of Human Resources

Location: Administrative Offices

Schedule: Full time, may occasionally include evenings and weekends

Salary: \$95,382 - \$127,936, based on degree and experience

Position Summary:

Responsible for planning, coordinating and supervising the operation of the department of personnel in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system and maximize the educational opportunities and benefits available to each individual child.

Principal Duties and Responsibilities:

- Participates in staff negotiating process.
- Assists in the development of district policies and administrative rules.
- Attends all regular meetings of the Board.
- Coordinate the work of all central office staff.
- Seeks ways and means of continually improving and implementing the supervisory services in the total school program.
- Directs and coordinates the substitute teacher and student teaching programs.
- Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting personnel programs of the district.
- Participates in appropriate local, state, and national professional meetings.
- Prepares State and Federal reports and claims as required.
- Assists in the preparation and administration of the budget.
- Assists the Superintendent in directing the administration and coordination of the district's personnel.
- Initiates and administers in-service programs in conjunction with the non-certificated staff.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
- Supervises the selecting, dismissing, assigning, transferring, counseling, and administering employees within Board policies and collective bargaining agreements.
- Interprets and clarifies contractual agreements to all employees.
- Assumes major responsibility for the recruitment and selection of a competent professional staff.
- Insures that all district personnel effectively utilize central staff capabilities, resources, and services.
- Consults with staff members about departmental problems, particularly problems regarding personnel and the implementation of Board policies and administrative rules.
- Establishes and maintains appropriate personnel records for all staff members.
- Prepares the Superintendent's personnel recommendations for submission to the Board.
- Serves as a resource person for the staff on the district's employee benefit programs including group health insurance, disability insurance, retirement plans, sick leave, personal leave, other leaves of absence, and other related or emerging employee benefit plans.
- Administers all employee benefits programs.
- Keeps abreast of governmental statutes, regulations, and rules relating to personnel administration and advises interested parties of the provisions of the law.
- Assists with research pertaining to personnel, including salary research, studies of staff characteristics, professional standards, and other pertinent projects.
- Draws up job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions.
- Recruits competent staff for administration, instructional and non-instructional positions.

Principal Duties and Responsibilities (continued):

- Plans and directs programs of orientation, in-service education, and performance training, and provides for a periodic written performance evaluation of all staff.
- Develops and maintains personnel handbooks for all employees.
- Counsels with any employee whom his superior refers and/or who voluntarily requests an appointment.
- Consults with administrators on personnel matters.
- Prepares and administers the departmental budget.
- Responds and coordinates all district Freedom of Information Act requests.
- Additional duties may be assigned by the Superintendent and Assistant Superintendent

Recommended Employment Qualifications:

Education: This position requires knowledge equivalent to that which normally would be acquired through the completion of a Master's degree (M.A.) or equivalent.

Experience:

A minimum of three to five years of related experience and/or training; or equivalent combination of education and experience required. Labor Law experience preferred, including knowledge of the Public Employment Relations Act (PERA), the Michigan Employment Relations Commission (MERC), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Worker's Disability Compensation, unemployment compensation, and employment and school laws.

Required Employment Qualifications:

Excellent oral and written communications skills.

Knowledge of federal, state, local, and Board of Education laws, policies, regulations and procedures.

Ability to compose, read and comprehend instructions, correspondence and memos.

Understanding of various employee evaluation systems used in public education.

**Apply online by March 23, 2018 www.anchorbay.misd.net
Attach resume and three letters of recommendation to online application**

Anchor Bay School District does not discriminate on the basis of race, creed, color, age, national origin, sex, marital status, handicap or protected status.