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VACANCY ANNOUNCEMENT

HUMAN RESOURCES DIRECTOR

The Oak Park School District has a Human Resource Director vacancy available for the upcoming 2018-2019 school year.

Reports To: Superintendent

HUMAN RESOURCES QUALIFICATIONS:

1. Master's degree in Human Resources, Labor Relations, Business Administration, Public Administration, Organizational Development, Communications or related field.
2. Minimum of five years successful administrative and leadership experience in the area of Human Resources and/or Labor Relations.
3. Experience with collective bargaining contract negotiation and maintenance.
4. Ability to exercise sound judgment and make decisions in a manner consistent with district vision, mission, and goals.
5. Excellence in communication skills, written and verbal with demonstrated attention to detail.
6. Prior work experience with a public school district or other public sector employer preferred.
7. Understanding the technology and its application to the human resource functions of a public school district.
8. Experience in supervising and evaluating employees.
9. Knowledge of the changes and challenges of state and national policy and legislation regarding benefits and payroll, including the Patient Protection & Affordable Care Act.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

HUMAN RESOURCE RESPONSIBILITIES:

1. Coordinate all aspects of contract administration during the term of various contracts.
2. Provide leadership for contract negotiations; this will be done in collaboration with Executive Director of Business and Finance and Superintendent.
3. Interpret the negotiated contracts to members of the staff, as appropriate.
4. Act as designee of the Superintendent at appropriate stages of the grievance procedure and/or employee disciplinary proceedings.
5. Work with outside counsel to plan, organize, and represent the District in fact-finding arbitration and representation cases.
6. Complete essential functions and tasks using available and emerging technologies including on-line data base and reporting systems.
7. Administer all assignments, transfers, dismissals, and promotions of staff members in accordance with district policies and guidelines.

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8. Provide direction for and administrative oversight of personnel evaluation processes that comply with all applicable federal, state and district mandates.
9. Certify classification and salaries for all positions in the District.
10. Confer with principals, Executive Directors, and Superintendent to determine needs for staff.
11. Administer provisions of the School Code as they apply to leave of absence policies.
12. Supervise and evaluate staff under his/her supervision and assume responsibility for all aspects of the Human Resources Department.
13. Assists the Executive Director of Business and Finance, in the preparation and maintenance of budgets, including salaries, and benefits.
14. Cooperate with college and university schools of education and with career guidance offices regarding applicants.
15. Attend regular meetings of both the Superintendents Cabinet and District Administration Council and serve actively to improve communication, cooperation, and planning among district leadership.
16. Regularly attend District Board of Education Meetings.
17. Provide necessary research for successful wage and salary administration.
18. Plan, develop and revise Human Resource policies and guidelines in accordance with state legislation and recommend to the Superintendent for Board adoption.
19. Cause appropriate interviewing to occur and make recommendations for professional placement.
20. Oversee preparation and distribution of recruiting materials.
21. Recommend and maintain relationships with contracted employment providers and employees to comply with state and district requirements.
22. Administer the necessary procedures and policies required by the Workers Compensation system, Michigan Employment Security Commission, and Bureau of Workers & Unemployment Compensation Office.
23. In cooperation with the Instructional Office, coordinate and maintain data relating to the Professional Development activities provided within and outside the school district.
24. Supervises the substitute placement process and computer system for district staff.
25. Administer Family Leave Compliance
26. Implementation of the affordable Care Act requirements.
27. Prepare and maintain Unemployment Agency records and other required reports related to the administration of unemployment compensation claims and benefits.
28. Monitor operation of Drug Test, Sub system, and criminal background checks.
29. Conduct training sessions following negotiation of new or revised agreements providing detailed explanation of changes made.
30. Maintain permanent personnel file records.
31. Knowledgeable of all federal, state, and local laws, which affect the personnel of the Oak Park School District, e.g. Public Employment Relations Act, Fair Labor Standards Act, Unemployment Compensation legislation, and Workers Compensation legislation.
32. Notify Superintendent and appropriate legal counsel of any issue, which has or may result in litigation.
33. Serve as the district's Title IX coordinator.
34. Perform other duties and responsibilities as assigned by the Superintendent.

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Application Deadline: All interested applicants need to complete the online application and apply to this vacancy at www.oakparkschools.org, **no later than, Friday, March 16, 2018, by 4:00 p.m.**

The Oak Park School District is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex national origin, religion, citizenship, handicap, height, weight, marital status. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties maybe performed by the individuals currently holding this position and additional duties may be assigned.
2/16/18

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Oak Park School District

ADMINISTRATION BUILDING: 13900 GRANZON • OAK PARK, MICHIGAN 48237-2799
TELEPHONE: (248) 336-7700 • TELEFAX (248) 336-7738

DEPARTMENT OF HUMAN RESOURCES

March 8, 2018

Oak Park Schools announces the following vacancy. Applications will be accepted until 4:00PM Wednesday, March 28, 2018

HUMAN RESOURCES GENERALIST

QUALIFICATIONS:

1. Associates degree in Business/Office Administration or related field preferred.
2. Excellent communication skills both written and verbal.
3. Five years of previous work experience in related field.
4. High degree of proficiency in Microsoft Office software applications and office procedures.
5. Ability to accomplish tasks with frequent interruptions and minimal supervision.
6. Ability to use good judgment, work independently and make decisions in handling office matters in a confidential and discrete manner.
7. Excellent public relations skills.
8. Possess a professional and positive attitude with a willingness to help others and contribute to a team environment.
9. Ability to organize the operation of an administrative/executive office.
10. Experience and knowledge of human resources preferred.
11. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: Human Resources Director/Business and Finance Director/Superintendent

SUPERVISES: None

JOB GOAL: To provide assistance and support to Human Resources Director/Business and Finance Director/Superintendent for maximum impact on the educational system.

PERFORMANCE RESPONSIBILITIES:

1. Takes a lead role in maintaining communication within and between departments, with RCS staff and general public, answering questions and providing information concerning program and services.
2. Prepares correspondence, reports, forms, and other documents which may be confidential in nature.

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3. Prepares and distributes job vacancy notices, updates District web page.
4. Process all paperwork/computer entry associated with hiring and separation process for all employees; maintain and submit the Registry of Education Personnel (REP) in a timely and accurate manner.
5. Maintain, update, and distribute annually the Employee Handbook, the Personnel Directory, Substitute Handbook, and Seniority lists.
6. Process leave requests/computer entry to be in compliance with all contracts.
7. Keep current data on fingerprints and background checks.
8. Prepares information and maintains records for Human Resources recommendations to be made at monthly Board meetings.
9. Establishes and maintains confidential files and normal working files for the Department of Human Resources.
6. Assists in coordination, implementation, management, and documentation of department staffing procedures.
7. Provides coordination/management of assigned projects, developing forms, maintaining records and tracking results.
8. Serves as a Notary for District documents.
9. Maintains calendar of appointments and meetings for Human Resources Director/Business and Finance Director and prepares appropriate correspondence, schedules meetings and interviews, handles phones, file, scan documents and receive visitors.
10. Assists in development of multimedia presentations, materials, brochures, handbooks, master agreements, and handouts.
11. Prepares employment packets and processes employees new to the District. Responsible for ensuring new hire employee packets and orientation materials are updated and current.
12. Establish, maintain, and/or update files, records, evaluations, and/or databases including information which may be of a confidential nature.
13. Executes various accounting procedures including tracking departmental expenditures, purchase orders, maintains petty cash, reconciles invoices, monitors/updates budget information for the Human Resources Director/Business and Finance Director/Superintendent.
14. Provides information as appropriate to school administrative officials.
15. Receives visitors for the Human Resources Department.

16. Other projects, duties, and responsibilities as assigned by the Human Resources Director/Business and Finance Director/Superintendent and required by the nature of the job.

TERMS OF EMPLOYMENT:

1. 12 month position
2. 8 hours per day
3. Salary and benefits as set by the District

INTERNAL/EXTERNAL POSTING

All who are interested must apply to the position on-line at: www.oakparkschools.org to complete an online application and apply for this position. **Please email letters of interest and resumes to lharris@oakparkschools.org and the online application and letters of interest and resumes must be received no later than Wednesday, March 28, 2018 by 4:00 p.m.**

The Oak Park School District is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex national origin, religion, citizenship, handicap, height, weight, marital status. 2/19/18
Auxiliary aids and services are available upon request to individuals with disabilities