

## **Director of Human Resources**

### **Ypsilanti Community Schools**

**Starting Salary** – Range: \$95,000 to \$110,000 commensurate with experience

#### **SUMMARY:**

The Director of Human Resources reports directly to the Superintendent and serves on the superintendent's cabinet.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

- Master's Degree in Administration and Supervision or an Educational Specialist Degree from an accredited institution.
- Valid Administrative Certificate or compliance with corresponding certification requirements.
- Evidence of leadership and organizational ability.
- Successful administrative experience and position specific experience.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **Essential Duties and Responsibilities:**

- Develops and maintains a staffing program that includes posting, recruitment, recommendation for employment, placement and retention of all district personnel.
- Issues all applicable employment contracts and oversees accurate placement of all employees on the payroll.
- Coordinates all employee evaluation programs, including oversight of implementation and coordinates the development, modification, and training for evaluation systems for all personnel.
- Assists in the coordination of all staff development programs, including new employee orientation, group in-service and other training activities involving employees, their supervisors, and other administrators.
- Responsible for providing assistance with all personnel-related matters. Counsels with district administrative and supervisory personnel in matters relating to employee relations. Counsels with employees to resolve complaints, difficulties, and other matters related to human resources management.
- Maintains adequate knowledge of all federal, state, and local laws that affect the human resources functions such as the Michigan School Code, Public Employment Relations Act, Fair Labor Standards Act, etc.

- Assumes primary responsibility for the administration and interpretation of all collective bargaining agreements. Serves as the district's representative during all arbitration hearings, MERC hearings, or other employment agency-related hearings.
- Administers district procedures dealing with staffing, discipline, leaves, termination and early retirement pay, vacations, absences, and supplemental pay.
- Responsible for the administration of the employee benefits program for the district and certifies the eligibility of employees for benefits.
- Leads the district's collective bargaining process, and, if directed by the superintendent, serves as chief negotiator for bargaining units.
- Maintains personnel records for employees as required by law, union agreements, and district procedures. Responsible for the development and maintenance of a personnel data base.
- Ensures that instructional staff is properly certified and meets all of the state and federal guidelines pertaining to certification.
- Responsible for the accurate reporting of state and federal reports such as the Registry of Educational Personnel (REP). Responds to requests for personnel information and participates in surveys as necessary.
- Acts as the primary district contact for fingerprinting, including analyzing and training related to Michigan State Police fingerprint audits.
- Administers and monitors the provisions of the Title IX (sex discrimination) and Section 504 (handicapped) rules and regulations.
- Attends all regular meetings and executive sessions of the Board of Education unless excused by the Superintendent of Schools.
- Supports a team-based approach to problem solving.
- Performs such other duties as may be required by the Superintendent.

#### **TURNAROUND SKILLS:**

Ypsilanti Community Schools is a part of the MI Excel Turnaround Network and believes that a new central office administrator should be able to skillfully demonstrate the following skills.

- The strong desire to achieve outstanding results in a short amount of time.
- The ability to motivate others and influence their behaviors.
- The competence to collect and analyze appropriate data to inform decisions.
- The adeptness to ensure a strong connection between district systems, community organizations, and district stakeholders.
- The power to stay visibly focused and self-assured despite the barrage of personal and professional attacks common during turnaround.
- The skill to foster collective responsibility in all district stakeholders by mobilizing structure, strategies, practices, and the use of resources for the ongoing improvement of services.
- The aptitude to sustain an effective system of shared leadership and responsibility throughout the district.
- The talent to build a district's environment that is one of mutual respect, teamwork, and accountability.

**A turnaround Central Office Administrator has the confidence to lead and possesses the following competencies to...**

- Skillfully challenge all aspects of the district's status quo to determine their alignment to turnaround practices.
- Achieve results by taking risks and thinking outside the box.
- Maintain his/her drive for results by demonstrating persistence, directness, and the ability to monitor and plan ahead.

**APPLICATION PROCEDURE:**

Complete all sections of the online application at:

<http://www.ycschools.us/employment>. It is required that applicants upload copies of the following documents: **letter of interest and resume.**

**DEADLINE:**

The deadline to apply for this posting is Until Filled.

**TERMS:**

The contract, salary and other employment conditions will be established by the Board of Education. Applicants who receive a conditional offer of employment for this position will be required to commit to leadership with a traditional and/or balanced calendar. Further, applicant must agree to fully participate in all relevant training inclusive of or unique to the building assigned and the District.

**FUNCTIONS OF POSITION DESCRIPTION:**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The Ypsilanti Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The Ypsilanti Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**The Ypsilanti Community School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information or any legally protected characteristic, in its programs and activities, including employment opportunities**