



JOB DESCRIPTION

Position Title: Assistant Superintendent of Labor Relations and Personnel
Reports To: Superintendent
Status: Full-Time, Exempt
Date of Description: July 30, 2018
Salary: \$115,000 - \$130,000 depending on experience and credentials

HOW TO APPLY

A cover letter is required in order to be considered for this position and should be attached as the first page of your resume. The cover letter should outline skills and experience that directly relate to the qualifications for the position. Apply online at: <https://www.applitrack.com/brightonk12/onlineapp>

Review of applications will begin immediately and the position will remain open until a successful candidate is hired.

JOB GOAL:

The Assistant Superintendent for personnel and labor relations is responsible for all aspects of human resources, including recruitment and staffing, compensation, evaluation, organizational development, training and labor relations. The Assistant Superintendent is also responsible for monitoring and assuring that the District is in compliance with all regulations and standards governing human resources operations, programs and activities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

MINIMUM QUALIFICATIONS:

- Master's degree in Human Resources, Public School Administration, Business Administration, or related field.
- Minimum of five (5) years successful experience working in the public sector.
- Michigan School Administrator Certification.
- Demonstrated experience in the interpretation and application of labor negotiations and labor law.
- Demonstrated experience in the development and management of a comprehensive human resources department.
- Knowledge of applicable laws, codes, regulations, policies and procedures including but not limited to:

Americans with Disabilities Act
Fair Labor Standards Act
Family Medical Leave Act

Family Educational Rights and Privacy Act
Age Discrimination in Employment Act
Health Insurance Portability Act, Michigan Revised School Code
Michigan Teacher Tenure Act
Michigan Public Employee Relations Act
Title IX Discrimination

- Ability to present ideas and recommendations to senior leadership.
- Ability to negotiate skillfully in difficult situations and strongly promote compromise.
- Ability to routinely collaborate and partner with administrators, staff, parents, students and the general public.
- Strong organizational, interpersonal, verbal, and written communication skills.
- Ability to work independently, multi-task and prioritize assignments and deadlines.
- Ability to analyze complex issues and translate into clear and concise policies, procedures and/or reports.
- Strong attention to detail and demonstrated excellence in project management.
- Ability to think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Proficient in Google and MS Office software.

PREFERRED QUALIFICATIONS:

- Demonstrated experience in human resources management and labor law, preferably a current member of the Michigan State Bar.
- Knowledge of the Michigan Department of Education procedures, requirements and rules as they relate to teacher and administrator credentialing.

SUPERVISORY RESPONSIBILITIES:

- Supervises Certified Human Resource Specialist.
- Supervises District Directors

ESSENTIAL FUNCTIONS:

- Responsible for designing, implementing and maintaining a personnel system to ensure compliance with all local, state and federal laws, rules and regulations.
- Serves as the District's chief negotiator for all labor contracts.
- Serves as the District Records Officer as well as the FOIA Coordinator.
- Serves as the Anti-Harassment Complaint Coordinator, and Title IX coordinator.
- Serves as the District's 504 Compliance Officer and ADA Coordinator.
- Provides advice and consultation to administrators and employees on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures.
- Serves as the Superintendent's designee at the applicable grievance step and prepares matters for arbitration as needed.
- Mediates employee relations issues and assist with disciplinary actions.
- Conducts all student discipline hearings in cases where long-term suspensions or expulsions are at issue.
- Responsible for maintaining all personnel records.
- Responsible for handling Workers' Compensation claims.
- Responsible for working with insurance companies and attorneys for claims or suits against the District.
- Responsible for maintaining and updating the Student/Parent Handbooks.

- Approves leaves of absences in accordance with District policy and applicable collective bargaining agreements.
- Responsible for all staffing functions including posting, recruiting, screening, qualifying and recommending candidates for positions.
- Responsible for staff reductions/recalls, when necessary and in accordance with employment law and contract provisions.
- Ensures that a regular staff evaluation program is practiced and provides guidance to administrators and supervisors who are working with marginal or unsatisfactory staff.
- Responsible for compliance with District health and safety mandates, including providing annual training.
- Responsible for reports and audits required by governmental agencies relating to the area of labor relations/personnel.
- Writes or acquires legal opinions as requested.
- Maintains a network of peer contacts through professional organizations.
- Other duties as assigned.

LANGUAGE SKILLS:

- Ability to communicate effectively in writing and orally.
- Ability to read, analyze and interpret periodicals, professional journals, technical procedures and government regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students and the general public.

REASONING SKILLS:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form and deal with several abstract and concrete variables.

EVALUATION: Performance will be evaluated annually by the Superintendent