



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

Hours: Full time, 12 months, flexible hours as needed

Salary Range: negotiable

SUMMARY: Responsible to plan, coordinate and supervise 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- 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.

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- 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.
- 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.

SUPERVISORY RESPONSIBILITIES: Supervises all administrators regarding personnel matters.

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.*

EDUCATION and/or EXPERIENCE: A Masters Degree or higher with graduate work in education administration and personnel. At least three (3) years experience as a school administrator. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

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Anchor Bay School District is an equal opportunity employer

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