



Status: Open  
Posting Date: 06/29/2017  
Deadline Date:  
Starting Date:

Positions: Director of Legal & Labor Affairs

Location: JWE Administration Center

Salary: 76865 - 109807

Reports To: Associate Superintendent

**Qualifications:**

**Minimum**

**Qualifications:**

BA or higher in Human Resources or related field of study; JD required. Five to ten years of progressively more responsible experience working in the areas of human resources, labor relations or employment law with an emphasis in public education. Candidates without such experience need not apply.

**Preferred**

**Qualifications:**

Public school experience highly preferred. Legal experience in the areas of human resources and labor relations also highly preferred. Possess a high level of ethics. Have the ability to work collaboratively; be team oriented and people oriented; have strong communications, organizational and writing skills; be technologically proficient; committed to human resources and law as a continuing career; have positive and practical experience working in a multi-cultural environment, serving a diverse population and respect diversity.

**Description:**

**Summary:** This position is responsible for labor relations and legal functions including policy administration and contract administration for all certified and non-certified staff. Serves as primary adjunct to the District's chief negotiator and contract administrator. Performs other assignments and special projects assigned by the Associate Superintendent or Superintendent.

**Primary Responsibilities:**

- Implements and maintains human resource policies
- Works collaboratively and closely with executive staff members and other administrators
- Administers the provisions of the collective bargaining agreements (CBAs) and District procedures dealing with staffing, transfers, leaves, absence, vacation, benefits, supplemental pay, resignation, termination, and retirement
- Supports and advises administrative staff and District attorneys regarding District policy, CBAs, discipline and grievances
- Acts as the Associate Superintendent's designee at the appropriate steps of the grievance procedure, including arbitration
- Supervises worker's compensation, unemployment compensation, labor relations and legal efforts of the district
- Review contracts and recommend contract language to protect the district from liability
- Identify training needs, recommend effective personnel action for compliance issues
- Maintain appropriate communications within area of responsibility
- Keep team members informed as to district/department plans and progress
- Supervises and evaluates all direct reports within Legal & Labor Relations Department
- Works closely with the Associate Superintendent of Business Services on financial matters as they relate to staff(ing), benefits and effective payroll operations
- Compiles appropriate and necessary data for negotiations, including comparison information on wages and salaries, fringe benefits, comparative contract language to assure that the District is appropriate and competitive in putting together successor contracts and new contracts
- Is intimately involved in the negotiations of all collective bargaining agreements
- Fulfill all additional duties as assigned by the Associate Superintendent or Superintendent

Method:

APPLICATION PROCEDURE:

To be considered, the following must be received

- 1) Apply on line at [www.southfield.k12.mi.us](http://www.southfield.k12.mi.us) (go to "Employment" and follow the prompts); all applications are to include
- 2) A letter of application outlining preparation, experience and special competencies for the position and reasons for interest.
- 3) Personal resume.
- 4) Confidential file, if available, forwarded by university, or three letters of recommendation from previous or current supervisors.