

**Job Description for
Human Resources and Communications Director**

JOB TITLE:	Human Resources and Communications Director
DEPARTMENT:	Employee and Community Relations
REPORTS TO:	Superintendent
WORK LOCATION:	CCRESA Administration Building
WORK SCHEDULE:	Full Year Position
SALARY SCHEDULE:	Salary Commensurate with Experience, Per Compensation Manual, Range is approximately \$95,000 to \$129,000 for an individual with a Master's Degree

SUMMARY

Plan, design, implement and provide leadership in all aspects of personnel and human resources for Clinton County Regional Educational Service Agency (CCRESA.) Provide leadership in planning, organizing, implementing, advancing, and evaluating the relationships between CCRESA and its community and employees. Provide outstanding communication on the behalf of CCRESA to all stakeholders: students, parents, community members, employees, and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leader in Personnel, Human Resources, and Employee Relations:

1. Plan, design, and implement sound human resource policies and practices for CCRESA.
2. Responsible for effective leadership and management of district personnel processes, practices, and performance.
3. Practice and promote strategies that encourage teamwork and collaborative decision-making among staff members
4. Plan, direct, supervise, assign and evaluate the school's recruitment activities, such as applicant interviewing, determination of applicant qualifications, background investigations, and reference checks.
5. Perform confidential and in-depth applicant background investigations.
6. Manage, develop, and update employee job descriptions.
7. Plan, direct, supervise, assign, and evaluate new employee orientation
8. In collaboration with the Superintendent and other administrators, responsible for training and development of employees
9. In collaboration with the Superintendent and other administrators, monitor employee certification requirements
10. In collaboration with the Superintendent and other administrators, administer employee evaluation programs
11. Assist administrators with evaluations and plans of assistance/support for district employees
12. Advise administrators and supervisors about matters involving discipline, job performance, employee duties, and assignments.
13. Administer the District's grievance and due process procedures.

14. Provide employee counseling and/or refer employees to appropriate resources
15. Serve as a District Title IX, Title VI, and Title II resource.
16. Conduct and/or oversee investigations of employee misconduct, employee complaints, and legal or policy matters
17. Serve on the District's negotiating team for all bargaining unit agreements
18. Consult with and advise administrators and supervisors on bargaining unit agreement implementation and interpretation.
19. In collaboration with the Superintendent, the Business Office, and supervisors, coordinate individual employees' annual contract renewal
20. In collaboration with the Superintendent and the Business Office, evaluate the employee benefit package and assist in open enrollment for benefits.
21. In collaboration with the Superintendent, the Business Office, and supervisors, direct, assign, and evaluate process and procedures related to employees' assignments, transfers, promotions, leave of absences, tenure, or work-related accommodations
22. In collaboration with the Superintendent, the Business Office, and supervisors, plan, direct, assign, and monitor official personnel files
23. In collaboration with the Superintendent, the Business Office, and Technology, assist in required employee and employment-related data submissions
24. Participate in and provide leadership to regional and state level human resource initiatives.

Leader in Communications and Community Relationships:

1. In conjunction with the Superintendent and other administrators, develop and implement communication strategies to promote CCRESA services and foster community and employee relations.
2. Develop, publish, and monitor effective community interactions that provide CCRESA stakeholders with appropriate and timely information
3. Monitor and update the CCRESA website and provide leadership in utilizing social media.
4. Write and deliver internal and external communications, including but not limited to newsletters, press releases, internal memorandums, and social media posts.
5. Represent the organization at state, federal, and local meetings, other events, and press conferences.
6. Model professionalism in communication style and physical appearance while representing CCRESA.
7. In collaboration with the Superintendent and other administrators, develop and/or edit CCRESA handbooks and other procedure documents.
8. Provide guidance and expertise in the implementation of CCRESA's Board Policies and Board goals.
9. Build and maintain relationships with CCRESA stakeholders, including but not limited to members of the community, parents, students, and CCRESA employees.
10. Plan, develop, implement, and organize events and volunteers to advance the mission of CCRESA.
11. Organize community outreach programs and coordinates special events, including but not limited to St. Johns Chamber of Commerce events.
12. Respond to inquiries from community members and other interested parties; when needed, recruit a knowledgeable spokesperson or information source to assist.
13. With assistance from the Business Office, serves as the District's Freedom of Information Act (FOIA) coordinator, ensuring timely responses to requests.

The person in this position will work closely with a liaison with the Business Office to facilitate the inter-related transactions of Human Resources, payroll, budget, and business.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: Master's degree or equivalent experience in Human Resources, Communications, Public Relations, Business, or a related field preferred

Experience: At least five years of work in public education human resources and public relations or equivalent experience. Previous school administration experience preferred.

Certificates, Licenses, Registrations: Human Resource certification (or willingness to obtain), Michigan School Business Officials Human Resource Specialist (or willingness to obtain)

Other knowledge, skills, and abilities:

1. Proven success designing and executing communication strategies and campaigns
2. Excellent organizational skills and ability to meet deadlines
3. Must be able to think analytically and strategically and formulate realistic plans
4. Ability to work effectively as part of a team as well as independently
5. Superior written and verbal communication skills.
6. Ability to write speeches and articles for publication that conform to prescribed style and format.
7. Excellent persuasion skills, strong interpersonal skills and relational capacity
8. Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism.
9. Expertise in:
 - a. Family and Medical Leave Act (FMLA)
 - b. Public Employment Relations Act (PERA)
 - c. Michigan Employment Relations Commission (MERC)
 - d. Americans with Disabilities Act (ADA)
 - e. Fair Labor Standards Act (FLSA)
 - f. PA 54 of 2011 (collective bargaining)
 - g. PA 152 of 2011 (employee medical benefit plans)
 - h. PA 300 of 2012 and the Michigan Public School Employees Retirement System
 - i. Workers Compensation
 - j. Unemployment Compensation
 - k. Other applicable employment and school laws
10. Knowledge and experience in collective bargaining, labor contract management interpretation, and human resources administration and compliance.
11. Ability to use computers and computer software and other office machines
12. Demonstrated skill with supervisory functions such as: performance evaluation, resource deployment, budget development/management, data driven decision making, problem solving, coaching, and conflict management.
13. Demonstrated ability to effectively manage projects, take initiative, exercise independent judgment, and work collaboratively within varied team compositions and across stakeholder groups as a leader or team member.
14. Demonstrated ability to use data and research within a strategic planning and continuous improvement process to inform implementation of programs and services.
15. Demonstrated ability to use interpersonal skills to communicate effectively with a variety of audiences and gain cooperation of others internally and externally.
16. Demonstrated ability to use facilitation skills to manage change and anticipate future needs of stakeholders
17. Ability to transport between school buildings, districts, and cities.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Occasionally positions self to maintain files in file cabinets.
3. Occasionally positions self to move files on shelves.

WORK ENVIRONMENT

Normal office environment. It is anticipated that some stress will be associated with this position primarily due to deadlines and irregular workflow. It is necessary that the individual have the capacity to remain calm, considerate, and tactful.

POSITION TYPE/EXPECTED HOURS OF WORK

Some flexibility in hours is allowed, but employee is generally expected to work 5 days a week at the CCRESA Administration Office or at a location that compliments the type of work completed and facilitates services. The work schedule is 7.5 hours per day and the employee must routinely be available during the core work hours of 9:30 a.m. to 3:30 p.m. (lunch hour permitted). Deviations to the generally expected schedule is allowed if approved in advance by supervisor. Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

The employee may be asked to travel between the school districts in Clinton County and to other Michigan Intermediate School Districts.