



CHIPPEWA VALLEY SCHOOLS

19120 Cass Avenue, Clinton Township, MI 48038
(586)-723-2000 FAX (586) 723-2001

POSITION: Human Resource Coordinator

DEPARTMENT: Human Resources

SALARY: \$56,719 - \$75,122 (Based on degree and related experience)

REPORTS TO: Assistant Superintendent of Human Resources and Director of HR

QUALIFICATIONS:

- BA in Human Resources or other related field, required
- 5 years of human resources or other related experience, preferred
- Ability to plan organize and successfully complete multiple projects and special events, required
- Ability to work independently in the absence of detailed instruction, required
- Knowledge of modern office procedure, computer skill (Windows, Excel, Word, MLP, AS400, Outlook, etc), required
- Ability to work under pressure and interact with people at all backgrounds with tact, courtesy, and diplomacy, required

RESPONSIBILITIES:

- Oversee Criminal Background checks/Fingerprints; Responsible for understanding and keeping current on all fingerprint laws and regulations
- Oversee and determine approvals/non-approvals of district volunteer criminal background checks; Perform individualized assessments on convictions with potential volunteers
- Oversee non-affiliated employee groups, payroll changes, job descriptions, job postings, recruitment and other employee issues
- Oversee and administer the necessary procedures and policies required for ADA, FOIA, EEO, MESC, PERA, FLSA, HIPPA, MIOSHA, Unemployment, Worker's Compensation, and other relevant personnel issues for district employees
- Oversee and submit district REP report bi-annually and ensure data quality District liaison for My Learning Plan and PIVOT Evaluation Software, i.e. update information, troubleshoot issues, train employees on software
- Monitor teacher professional development and tenure status for board recommendation
- Monitor teacher certification renewals
- Monitor teacher evaluations and individual development plans
- Process certified payroll changes, i.e. semester payouts, degree changes, retirements, resignations, etc.
- Responsible for staying current on all State, Federal, and Labor laws affecting our department, employees, and district
- Calculate Seniority deductions per labor agreement language for teachers
- Post, monitor, screen/filter applicants and facilitate the filling of teacher and administrator vacancies
- Assist in researching, preparing, developing new policies and procedures, as needed



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- Assist Assistant Superintendent of HR and Director of HR in a variety of human resources responsibilities as needed
- Facilitate annual teacher lottery
- Complete HR surveys, labor turnover reports, EEOC, etc.
- Prepare and update Administrator individual employment contracts
- Assist in negotiations as needed
- Prepare confidential documents as needed
- Assist customers in answering HR and labor agreement related questions daily

TO APPLY:

www.chippewavalleyschools.org and click on employment.