

**Job Posting: Director of Human Resources****Coldwater Community Schools****Location:** Coldwater, Michigan**Position Type:** Full-Time, Administrative**Reports To:** Superintendent

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**Position Summary**

Coldwater Community Schools is seeking a highly qualified and experienced Director of Human Resources to lead and manage all aspects of the district's human resources functions. This position plays a critical leadership role in recruiting, developing, and retaining a high-quality workforce that supports student success and organizational excellence.

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**Key Responsibilities**

- Oversee all HR operations including recruitment, hiring, onboarding, evaluation, and retention of staff
  - Ensure compliance with federal, state, and local employment laws, as well as district policies and collective bargaining agreements
  - Manage employee relations, including conflict resolution, investigations, and disciplinary processes
  - Coordinate and oversee staff evaluations and performance management systems
  - Administer compensation, benefits, and leave programs
  - Maintain accurate personnel records and HR data systems
  - Provide guidance and training to administrators on HR best practices
  - Support district initiatives related to diversity, equity, and inclusion
  - Collaborate with leadership to align HR strategies with district goals
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**Qualifications**

- Master's degree in Human Resources, Educational Administration, Business Administration, or related field (preferred)
- Minimum of 5 years of progressively responsible HR experience, preferably in a public school setting
- Demonstrated knowledge of labor relations and collective bargaining
- Strong understanding of employment law and compliance requirements
- Excellent interpersonal, communication, and problem-solving skills
- Ability to maintain confidentiality and exercise sound judgment
- Experience with HR information systems and data management

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## **Preferred Qualifications**

- Experience in K–12 education
- Certification such as SHRM-CP, SHRM-SCP, PHR, or SPHR
- Experience with grievance procedures

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## **Compensation and Benefits**

- Competitive salary commensurate with experience
- Comprehensive benefits package including health, dental, vision, and retirement
- Paid time off and vacation days
- Professional development opportunities

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## **Application Process**

**Interested candidates should submit the following to Superintendent Paul Flynn @ [flynnp@ccscards.org](mailto:flynnp@ccscards.org)**

- Letter of interest
- Resume
- Copies of relevant certifications
- Three professional references

Applications will be reviewed as they are received until the position is filled.

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## **Equal Opportunity Employer**

Coldwater Community Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected status.