


Openings as of 4/24/2026
Ypsilanti Community Schools

Executive Administrative Assistant/HR Generalist

JobID: 17605

Position Type:

Administration

[Email To A Friend](#)

[Print Version](#)

Date Posted:

3/31/2026

Location:

Administration Building

District:

[Ypsilanti Community Schools](#)

YPSILANTI COMMUNITY SCHOOLS

Position Title: Executive Administrative Assistant/HR Generalist

Building: Administration Building

Reports to: Director of Human Resources and/or Designee

Salary: \$50,000-\$60,000 annually

DISTRICT DESCRIPTION:

Ypsilanti Community Schools serves approximately 3,900 scholars, 3 Early Childhood Learning Centers, 1 International Baccalaureate with K-5, 3 Elementary buildings, 1 Multilingual Elementary School, 1 Middle School, 1 High School, which features 2 programs within the building, STEM and AC Tech, and 1 Achieving College and Career Education building (ACCE). We have a safe and respectful environment for all scholars that promotes excellence.

SUMMARY OF POSITION:

Under the supervision of the Director of Human Resources, the Executive Administrative Assistant/HR Generalist provides confidential and diverse support services to ensure the smooth, efficient, and accurate operation of the Human Resources Department. This position has responsibilities overseeing Livescan fingerprinting program, employee onboarding and offboarding, New World (HRIS) employee management, data reporting, benefit enrollment processing, and open enrollment for Insurance benefits.

ESSENTIAL RESPONSIBILITIES:

1. Provide support to all Human Resources Department team members as needed to ensure a productive, efficient operation and exemplary customer service.
2. Manage and oversee the Livescan Fingerprinting System. Serve as the Local Area Security Officer (LASO) for the District.

3. Ensure the security and confidentiality of the Livescan Fingerprinting System at all times.
4. Process substitute employees, including reviewing fingerprint results, preparing required authorization for substitute employment, and submitting payroll.
5. Process new hires, employee status change requests, and termination paperwork for payroll processing with accuracy. Adhere to established processing deadlines for multiple school buildings.
6. Ensure criminal background checks, fingerprinting, and required screenings are completed and maintained for all employees.
7. Monitor employee certifications, licenses, and credentials.
8. Utilize Informed K12 to complete annual contracts for certified teachers.
9. Responsible for Registry of Educational Personnel (REP) reporting as required by the Michigan Department of Education (MDE).
10. Benefit enrollment processing for new hires, status changes, and employee offboarding.
11. Provide support for district employees during open enrollment for benefits administration.
12. Other duties and special projects as required by the Director of Human Resources.
13. Ultra View
14. FMLA processing & tracking
15. Worker's Compensation processing & tracking
16. Long Term Disability processing & tracking
17. Maintain and report ACA in conjunction with SetSeg
18. Work in conjunction with payroll to maintain PERA report for the Michigan Education Association
19. E-Verify
20. Process & Maintain Child Support in the New World system
21. Enter data & maintain human resource dashboard with technology department
22. Communicate new hires & resignations to the facilitators of safe schools, VIZPIN, and the director of finance
23. Maintain and communicate a list of retired staff to the board secretary
24. Post and maintain job descriptions/openings in AESOP & Frontline systems
25. Maintain an accurate record of snow days & unscheduled school closures
26. Maintain a current file with updated posting descriptions
27. Maintaining electronic personnel files
28. Maintain long term substitutes
29. Assist in maintaining evaluation ratings for all instructional staff
30. Serve as a substitute for the board secretary as needed
31. Provide support to assistant superintendent as needed
32. Must be a notary public to be able to notarize new certifications and more
33. Other duties as assigned

EDUCATION and/or EXPERIENCE:

1. Bachelor's degree in a related field preferred. Will consider equivalent experience and education in a related field.

2. Experience working in a multifaceted, diverse human resources organization is preferred.
3. Must be able to work collaboratively in a team environment.
4. Must demonstrate a high degree of proficiency in the use of business software programs, including Google and Tyler Technology platforms.
5. Must be able to learn and become proficient in the use of the District's Finance and Human Resource Management platform.
6. Ability to analyze processes, identify inefficiencies or duplication of effort, and implement solutions for improvement.
7. Must demonstrate exemplary customer service skills, including courteousness, tact, and good verbal and written communication in all facets of the position.
8. Must have knowledge of and demonstrate confidentiality practices, maintain confidentiality of work, work product, etc., at all times.
9. Demonstrated proficiency, accuracy, and timeliness in the handling of detailed work assignments.
10. Must be highly organized; demonstrate initiative and be a self-starter in the completion of tasks, assignments, and projects.

NOTICE OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, immigration status, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any legally protected category not otherwise listed, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

**Director of Human Resources
Ypsilanti Community Schools
Ypsilanti, MI 48197
Web: [YCS](#)**

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.