



## School District of the City of Pontiac Human Resources Vacancy Announcement

The City of Pontiac School District is an Equal Opportunity/Affirmative Action Employer and adheres to all district policies, rules, and regulations. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of race, color, religion, national origin, sex, age, or disability. The district complies with all applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Michigan Department of Education policies and regulations prohibiting discrimination. For inquiries regarding non-discrimination policies under Title II, Title VI, or Title IX, contact 248-451-6802. For questions related to Section 504, contact 248-451-6825. Complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

<b>JOB TITLE:</b>	<b>Executive Director of Human Resources</b>
POSITION DESCRIPTION:	The Executive Director of Human Resources is responsible for overseeing and directing all HR functions, including recruitment, hiring, staffing, training, professional development, employee relations, compensation, benefits, compliance, and labor relations. This role is crucial in supporting the district’s mission by ensuring a highly qualified, diverse, and effective workforce that meets student needs and aligns with the district’s educational goals. Beyond traditional HR duties, this position offers the opportunity to drive innovation in education. We are seeking a visionary leader who is committed to enhancing HR practices at all levels, fostering team engagement, and attracting exceptional talent to the district.
TITLE REPORTS TO:	Superintendent
COMPENSATION:	\$131,289.58 - \$149,266.47
LOCATION:	O’Dell Nails Administration Building
LENGTH OF CONTRACT:	226 Days
START DATE:	Upon Hire
FLSA STATUS:	Exempt
DATE OF POSTING	January 6, 2026
QUALIFICATIONS:	<ul style="list-style-type: none"> <li>● Master’s degree in Human Resources, Labor Relations, Public Administration, Business Administration or related field.</li> <li>● Minimum of 5-7 years of experience in administration, with a focus on labor relations and HR Leadership roles preferred. Central office or executive level administrative experience preferred.</li> <li>● SHRM, HRCI &amp; MSBO certification preferred</li> </ul>
LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none"> <li>● SHRM, HRCI and MSBO Certifications preferred</li> <li>● Criminal background check</li> <li>● Drug screen required</li> </ul>
INTERNAL POSTING URL:	<a href="https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&amp;AppliTrackJobId=14978">https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&amp;AppliTrackJobId=14978</a>
APPLICATION PROCESS:	<a href="#">Online Employment Application   Open Positions</a>

ESSENTIAL DUTIES AND  
RESPONSIBILITIES:

- Ability to work collaboratively and build trust with administrators and community members.
- Ensures that the Human Resources Department is committed to customer service and is responsive to all employee questions and responds in a timely and professional manner.
- Demonstrates strong interpersonal skills and positive relationships.
- Proven success in maintaining employee morale and promoting staff development.
- Excellent written and verbal communication skills.
- Strong understanding of technology and its application in a school setting.
- Skilled in conflict resolution, task prioritization, and relationship building. Committed to professional growth and staying current with changing regulations, techniques, and best practices.
- Ability to balance the needs of both the district and staff effectively.
- Provide strategic leadership in the development, implementation, and evaluation of human resources policies, programs, and practices.
- Collaborate with district leadership to align HR strategies with the district's educational objectives.
- Serve as a member of the district's leadership team, contributing to the development of short- and long-term organizational goals.
- Oversee and manage recruitment efforts to attract a diverse, qualified, and skilled workforce.
- Develop and maintain effective recruitment strategies to ensure the timely filling of open positions.
- Work with department heads and principals to assess staffing needs and ensure effective placement of staff.
- Develop and revise job descriptions as needed.
- Provide guidance and support to administrators and staff on employee relations issues, including conflict resolution, performance management, and disciplinary actions.
- Promote a positive and productive work environment, fostering good morale and addressing employee concerns.
- Monitor employee satisfaction and provide recommendations for improvement.
- Oversee the development and administration of competitive compensation and benefits programs.
- Ensure compliance with federal, state, and local laws related to compensation and benefits.
- Evaluate and recommend salary structures and incentive programs to attract and retain top talent.
- Administers employee leaves of absence as outlined in collective bargaining agreements and state and federal leave programs.
- Assists the Finance Department with employment and budgetary matters, including payroll, benefits, etc. and participation in cross-department training. Compliance and Legal Matters:
- Ensure compliance with federal, state, and local employment laws, including those related to equal employment opportunity (EEO), affirmative action, labor relations, and workplace safety.
- Serve as the district's compliance officer in regard to the Fair Labor Standards Act (FLSA), Title IX, Title VII, and other relevant regulations.
- Handle investigations into complaints, grievances, and other employee issues while maintaining confidentiality and ensuring fair treatment.

- Support and encourage the ongoing professional growth of educators and administrators through training and development opportunities.
- Ability to assume responsibility for own personal growth and development and stay current with changing regulations, techniques and best practices.
- Oversee collective bargaining processes and ensure effective communication with labor unions and employee associations.
- Negotiate and administer labor contracts, ensuring the district's interests are well-represented while maintaining positive relationships with union representatives.
- Resolve labor disputes and grievances in accordance with district policies and union contracts.
- Develop and oversee employee evaluation systems to ensure that staff performance is regularly assessed and aligned with district goals.
- Provide guidance to administrators and supervisors on performance management and staff development.
- Address performance issues promptly and ensure appropriate interventions are implemented.
- Maintain accurate records of employee data, including employment history, evaluations, and disciplinary actions.
- Prepare and present regular reports on HR metrics, including turnover rates, hiring trends, and compliance status to the superintendent and school board.
- Use data analytics to make informed decisions about staffing, professional development, and compensation.
- Manage the workload and responsibilities of the Department.
- Complete federal/state/local reports pertaining to personnel.
- Provide data as requested by the Superintendent and School Board.
- Contributes to creative problem-solving strategies and suggests/implements process and efficiency improvements.
- Performs any other related duties as assigned by the Superintendent

**PHYSICAL ACTIVITIES & REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources  
Approval Date: 1/6/2026