



Positions: Assistant Superintendent of Human Resources and Title IX Coordinator

Location: Administration Building

Salary: Commensurate with Experience and Education

Reports To: The Superintendent

QUALIFICATIONS:

- Master's Degree with emphasis in Educational Administration or in Human Resources Administration.
- Excellent oral and written communication skills.
- Is approachable, develops positive interpersonal relationships, and has ability to work well with and resolve issues with diverse workforce.
- Has high ethical standards.
- Such alternatives to the above that the Board may find appropriate and acceptable.

REPORTS TO: **Superintendent**

SUPERVISES: **All Human Resources Staff as assigned by the Superintendent**

JOB GOAL: To plan, coordinate and supervise the operation of the Human Resources Department in such a manner as to enhance the overall efficiency of the school system.

ASSIGNED RESPONSIBILITIES:

1. Provides a program of recruitment and selection of the best qualified for employment, placement and retention of all personnel. Interviews applicant, check references and make recommendation to Superintendent for all personnel.
2. Has the primary responsibility to assure that employees possess the proper certification and are placed in appropriate assignments.
3. Directs the District's preparation for collective bargaining and participates in staff negotiation process.
4. Assumes primary responsibility for the administration and interpretation of all collective bargaining agreements. Serves as the District's representative during all arbitration hearings, MERC hearings, or other employment agency-related hearings.
5. Recommends, administers and/or oversees the discipline and/or discharge proceedings of employees on behalf of the Superintendent, as directed.
6. Assists in the determination of the school calendar working with the Educational Association to reach a mutually agreed resolution.
7. Maintains permanent human resource files/records and ensures compliance with required state and federal records retention requirements.
8. Responsible for the accurate reporting of state and federal reports such as the Registry of Educational Personnel (REP). Responds to requests for personnel information and participates in surveys as necessary.

9. Maintains adequate knowledge of all federal, state, and local laws that affect the personnel function such as the Michigan School Code, Public Employment Relations Act, Fair Labor Standards Act, etc.
10. Responsible for the development and maintenance of a human resource data base.
11. Responsible for the administration of the employee benefit program of the District and certifies the eligibility of employees for benefits.
12. Issues all applicable employment contracts and oversees accurate placement of all employees on the payroll.
13. Is responsible for overseeing daily assignments of substitutes, as applicable.
14. Develops, recommends to Superintendent, and administers salary schedules for non-represented employees, including substitutes.
15. Prepares and administers the District's Human Resource Department Budget.
16. Counsels with District administrative and supervisory personnel in matters relating to employee relations; counsels with employees to resolve complaints, difficulties, and other matters related to human resources management.
17. Develops and administers human resource management policies and procedures.
18. Attends all regular meetings and executive sessions of the Board of Education unless excused by the Superintendent and serves on the Superintendent's cabinet.
19. Responsible for providing assistance with all human resource related matters.
20. Performs such other duties as may be required by the Superintendent.
21. Active member of district committees, task forces and other groups related to the direction of the district.
22. Represents the district in the absence of the superintendent as required related to all meetings, presentation and all other district business.

TERMS OF EMPLOYMENT:

Twelve (12) months a year. Contract terms and salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated by the Superintendent annually.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

Essential Functions of the job as per the Americans with Disability Act (ADA)

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.