NOTICE OF VACANCY

Lakeview School District is dedicated to organizational excellence and supports and encourages the development and implementation of multicultural perspectives across all areas of the organization, the celebration of diversity, and the assets that diversity brings to Lakeview School District.

Lakeview School District is located on the south side of Battle Creek, an economically and culturally diverse community of 53,000 located in south-central lower Michigan. The Lakeview School District is a highly respected, dynamic public school system, which seeks implantation of meaningful change with the goal of responsibly restructuring the District's educational programs. Lakeview School District is a comprehensive school of approximately 4,100 students in grades K-12 with 500 faculty and support staff members with an annual General Fund Budget of $40 million. The District is comprised of six school buildings, four K-4 elementary buildings, one 5-8 middle school building and one high school.

SUMMARY
Lakeview School District is seeking a highly qualified Assistant Superintendent of Human Resources who will be able to support and sustain equity-focused leadership for all employees. Under the direction of the Superintendent, this leader will provide leadership for human resources, personnel management and labor & employee relations and is responsible for ensuring compliance with all federal and state laws and board policies. This leader will be responsible for developing and maintaining a culturally competent workforce representative of the students and families served. This leader will identify and systematically apply best practices in human resource development and personnel administration throughout the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The nature of responsibilities listed is a reflection of the job description as a whole but is not limited to the details outlined below.

- Administers a wide variety of personnel policies, processes and employment agreements (e.g. recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedules, etc.) for the purpose of conforming to district policies, relevant laws, contracts, and agreements
- Develops, supports and maintains a culturally competent workforce representative of the students and families served
- Provides leadership for positive human relations and management practices
- Directs a range of personnel processes (e.g. certificated and non-certified placements, personnel transfers, new employee orientation, departmental procedures, unemployment claims, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements
- Works closely with Finance Department on financial matters as they relate to staff/staffing, labor relations, and benefits
- Oversees the performance evaluation process for all district employees, except the Superintendent, making recommendations for improvements in the process as necessary and appropriate
• Supervises the processes by which the District investigates concerns and complaints in areas of equity
• Prepares, collects, and compiles statistical and other pertinent data for effective collective bargaining; develops compensation and benefit strategies to provide comprehensive and cost effective solutions
• Consults with administrators on a wide variety of sensitive personnel issues (e.g. hiring, promotions, discipline, medical issues, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations
• Serves as the district’s EEOC, Civil Rights and Title IX Coordinator; knows and disseminates federal and state laws, court decisions and policies relevant to EEOC, 504, and other requirements
• Participates in meetings, workshops, job fairs and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities
• Serves as the lead member of the district negotiations team for all collective bargaining groups and non-organized groups or individuals; formulates proposals, negotiates, administers and interprets employment contracts, agreements and policies
• Supervises the maintenance of manual and electronic human resources documents, files and records (e.g. employee handbook, background information, personnel files, vacancy listings, applicant tracking, organizational charts, substitute acquisition system, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines
• Supervises and evaluates all staff within the human resource department
• Possible collaboration with other local districts for Human Resources services
• Performs special assignments and other duties as determined by the Superintendent

MINIMUM QUALIFICATIONS

• Advanced degree from an accredited institution. A minimum of five (5) or more years of successful school administrative experience and/or supervisory experience including direct experience in human resources, personnel administration and labor & employee relations
• Working knowledge of the administration of employee benefits
• Demonstrated ability to provide leadership that result in teamwork and collaborative working relationship
• Demonstrated knowledge or experience in analyzing and resolving human resource and personnel issues
• Knowledge and experience with the school improvement process
• Understanding technology and its application to the human resources functions at a school district
• Experience supervising and evaluating employees
• Experience in collective bargaining and grievance and arbitration processing
• Demonstrated experience working successfully with a diverse staff and student population
• Possesses, or is eligible to possess, Michigan School Administrator certification
• Knowledge of human resource policies, practices and compliance issues specific to a K-12 public school setting

SPECIAL KNOWLEDGE/SKILLS

• Knowledge of best practices regarding labor-management relations, conflict resolution, employee evaluation, progressive discipline, hiring and terminating, and benefits administration
• Strong ability to problem-solve and apply principles of logical thinking
• Ability to communicate effectively and persuasively both orally and in writing with teachers, staff, administrators, constituents and representatives
• Experience developing, maintaining and streamlining human resources processes and procedures
• Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, abilities, gender expression and sexual orientation of teachers, staff, administrators and students
Knowledge of the Public Employment Relations Act (PERA), the Michigan Employment Relations Commission (MERC), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), workers’ compensation, unemployment compensation, and employment and school laws as required

- Strong organizational, administrative and supervisory skills
- Experience or knowledge of current collective bargaining practices (integrative bargaining, etc.)
- Experience with employee discipline policies and procedures for K-12 education

Application Procedure:
Interested candidates must submit, via the District's on-line application system, a letter of intent addressed to Blake Prewitt, Superintendent and a current resume, including three references.

Compensation Package:
A twelve-month position with salary range between $117,859 - $130,955 combined with a comprehensive fringe benefit package will be offered to the successful applicant.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE