POSITION OPENING
Director of Human Resources

Position Summary
Provide leadership to the West Shore ESD and is responsible for developing and executing human resources strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. Will also serve to support and assist local districts with their human resource needs and provide leadership and direction to the 3-county-wide human resource referent group.

Qualifications:
EDUCATION and/or EXPERIENCE
- Masters’ Degree in relevant/related field or equivalent combination of education and experience required.
- Minimum of seven (7) years to ten (10) years of progressively more responsible or expansive relevant experience required;
- Human Resources certification (preferred) or willingness to obtain.

SPECIAL QUALIFICATIONS
- Unquestioned integrity and a commitment to the vision, mission and values of West Shore ESD;
- Self-aware with a strong commitment to continuous learning and customer service;
- Possess, maintain and model high standards of professional conduct; self-accountable;
- Sense of humor.

Essential Duties and Responsibilities: Other duties may be assigned
- Presence on the job is an employee’s fundamental obligation. Regular, reliable and punctual attendance is required.
- Serves on the Superintendents’ administrative team and participates in Administrative/Budget/Finance Committee meetings and Board of Education meetings.
- Maintains standards of performance in compliance with the established operational guidelines.
- Responsible for the negotiations and administration of the school district’s labor and employment contracts.
- Serves on the administrative negotiations committee as the district’s chief negotiator with staff bargaining units; costs all appropriate contract proposals submitted by all unions negotiating with the school committee; assures district compliance with all labor agreements. Coordinates all aspects of contract administration during the term of various contracts with employee organizations.
- Consults with and advises administrators and supervisors on contract interpretation and implementation.
- Responsible for the coordination and development of statistical and data significant for effective collective bargaining.
- Administers the district’s grievance and due process procedures.
- Represents the district at arbitration, and other employment related hearings.
- Handles pre-termination hearings for all employee dismissals.
- Interfaces with District legal counsel on employment matters and ensures compliance. Advise supervisors about matters involving discipline, job performance, employee duties and assignments.
- Establishes and maintains a sound and equitable compensation plan reflective of the current compensation environment.
- Oversees the dissemination, interpretation and administration of approved policies, regulations and guidelines for the district.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
• Responsible for all district insurance benefit programs ensuring compliance, establishes and analyzes all records relating to insurance benefit coverage.
• Develop staffing strategies and implementation plans and programs to identify talent within and outside the organization for positions of responsibility. Identify appropriate and effective external sources for candidates for all levels within the ESD.
• Develops and administers the employee performance evaluation programs; Analyzes all independent contracts and independent contract proposals.
• Prepares job description and wage and salary recommendations in collaboration with appropriate staff.
• Implements the district’s Strategic Plan within the Human Resources Department.
• Promote and positively support organizational and departmental culture and diversity in the workplace by reinforcing Board of Education goals, policies and procedures and the organization's vision, mission and continuous improvement plan.
• Develop, implement and monitor department budget in accordance with organizational priorities.
• Provides assistance and support to local Superintendents, HR administrators and other local district administrators regarding human resource issues. This includes accurately interpreting federal and state laws, rules and regulations affecting school employment and labor relations.
• Provide leadership and foster continuous improvement of communications and collaboration with all WSESD stakeholders.
• Provide updates and interpretations to the Superintendent, other administrators and the constituent districts regarding current human resource-related topics, including new state and federal legislation.

For a more detailed account of duties/responsibilities, please visit our Website: www.wscesd.org.

Available: Administrative Position, 260 days

Salary Range: The salary will be commensurate with education and demonstrated experience of the successful candidate to fulfill the requirements of the position as determined by administration and in accordance with the Administrative Salary Structure.

Application Process
Applicants should submit
- A letter of interest expressing personal qualifications and experience, a description of current employment and responsibilities, and resume to:

  Terri Steih, Director of Human Resources
  West Shore Educational Service District OR via email: tsteih@wsesd.org
  2130 West US 10, Ludington, MI 49431

Applications Accepted: July 3, 2020 or Until Filled

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