Genesee Intermediate School District
VACANCY NOTICE

June 28, 2023
Posting No. 28178

Shared-Time Director of Human Resources

ABOUT US
At the Genesee Intermediate School District, we are collaborators, leaders, educators, and support staff delivering instructional programs and services in general education, special education, and career technical education to 61,500 students, their families, and over 13,000 educators. GISD values its staff and cultivates positivity in the workplace as we all work together to carry out our mission of leadership, service, and innovation – partnering for success!

SALARY AND BENEFITS
Salary: $105,000 - $115,000. Commensurate with education, experience, and local school district placement.

Benefits: We offer five different health insurance plans along with dental, vision, disability, and life insurance after one full day of employment.

WORK LOCATION AND SCHEDULE
Genesee County local school district as assigned by Genesee Intermediate School District Human Resources.

Erwin L. Davis Education Center
2413 W. Maple Ave.
Flint, Mi. 48507

Schedule: Full time position; 52 weeks per year.

ROLE AND ESSENTIAL DUTIES
The Director of Human Resources is responsible for all human resources-related functions in the assigned local school district(s). Works with the Executive Director for Human Resources and Deputy Superintendent to coordinate and manage human resources services and projects related to assignment.

QUALIFICATIONS AND EXPERIENCE
Master’s degree in human resources, organizational development, business administration, management or related field required. Course work in personnel, school law, business management, labor relations, fringe benefit management or human resources management required. Valid Michigan teacher certificate preferred. Five years documented successful work experience in human resources, personnel management, recruitment, compensation, personnel/labor relations or equivalent human resources work experience required. Prefer recent work experience in a human resources department.

DEADLINE
Internal applications accepted through July 4, 2023. External applications accepted until the position is filled.

FIND ADDITIONAL INFORMATION ABOUT QUALIFICATIONS, EXPERIENCE, AND ESSENTIAL DUTIES AND APPLY ONLINE AT: HTTP://BIT.LY/GISDJOBS
Employee Job Description

Job Title:

Shared-Time Director of Human Resources

Job Summary:
The Director of Human Resources is responsible for all human resources-related functions in the assigned local school district(s). Works with the Executive Director for Human Resources and Deputy Superintendent to coordinate and manage human resources services and projects related to assignment.

Essential Duties (May include, but no limited to):

1. Responsible for the day-to-day coordination and management of human resources related functions in the assigned local school district(s).
2. Works with the Executive Director of Human Resources and Deputy Superintendent to coordinate, manage and supervise human resource functions as assigned.
3. Coordinates the employment process with local school district department directors/program administrators to ensure that vacant positions are posted, advertised and filled in accordance with board policy, administrative guidelines and master agreement language.
4. Expands the district employee recruitment program to ensure that the employment of staff is representative of district student demographic data.
5. Serves as system administrator for a comprehensive electronic employee recruitment and automated job application/record keeping database for the district.
6. Works with the local school district superintendent and department directors/program administrators to ensure that the employment/transfer/reassignment of employees is conducted in accordance with grant funding, contract language/board policy and administrative guidelines.
7. Designs, implements and interprets employee work skill assessments and coordinates retraining programs with program supervisors and employees by job classification.
8. Performs criminal records review for current staff, new hires, contracted services employees, Genesee County substitute teachers, student teachers/interns and district volunteers, in accordance with board policy and state and federal regulations.
9. Recommends to the local school superintendent employment/termination based on criminal records review.

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Essential Duties (Continued…)

10. Coordinates with local school district department directors/program administrators the implementation of employee training/retraining, staff development programs, and professional development for all staff.
11. Supervises employee benefit and leave administration.
12. Recommends revision of board policies, administrative guidelines and employee handbook to the local school district superintendent.
13. Coordinates the substitute hiring, orientation and training/retraining process with department directors/program administrators.
14. Serves as system administrator for substitute staffing system and services for the local school district.
15. Works with college/university staff and local school district department directors/building administrators to provide practical experience to student teachers and interns.
16. Establishes procedures and processes for maintaining accurate records in compliance with law for the human resource department.
17. Coordinates the implementation of recruitment, training/internship program for difficult-to-fill positions for the local school district.
18. Serves as the local school district's Title IX Coordinator.
19. Investigates and recommends resolutions to the local school superintendent for Title IX and other types of complaints, as requested.
20. Coordinates the annual benefit open enrollment process for the local school district.
21. Assists local school district staff and oversees the timely coordination of the orientation process.
22. May meet with the board of education and attend local school district board of education meetings if requested by the local school district superintendent.
23. Consistently models Win-Win leadership.

Other Duties:

1. Participates in board of education meetings as requested by the Superintendent.
2. Serves in special administrative assignments as designated by the Superintendent.
3. Performs other related duties as assigned.

Education:

Master's degree in human resources, organizational development, business administration, management or related field required. Course work in personnel, school law, business management, labor relations, fringe benefit management or human resources management required. Valid Michigan teacher certificate preferred.

Experience:

Five years documented successful work experience in human resources, personnel management, recruitment, compensation, personnel/labor relations or equivalent human resources work experience required. Prefer recent work experience in a human resources department.

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Qualifications:

Skills/Other:

Demonstrated knowledge and understanding of state and federal legislation regulating the human resources/personnel process in Michigan public schools. Experience in the utilization of technology/telecommunications to manage, coordinate and document the personnel process. Maintain current knowledge of technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to successfully manage multiple projects with competing deadlines. Experience in coordinating, managing and documenting employee orientation, onboarding, training/retraining and/or staff development programs required. Prefer experience working and managing employees in a union environment. Exhibits self-control, mature judgment, professionalism, congeniality and ethical standards in all working relationships. Experience in the hiring and supervision of employees required. Serves as a positive role model for the Win-Win problem solving process. Effective oral, written, interpersonal and communication skills. Punctuality and good attendance are requirements for the position. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

Special Job Considerations:

Certification: Desirable

Type of Certification: Michigan Teaching Certificate

Bargaining Unit:

Salary Schedule: Administrative Contract

Immediate Supervisor: Deputy Superintendent for Human Resources and Operations

Supervision: Staff as assigned in the Human Resources Department

Date: June 26, 2023

Approved:

TLH:sg

Job Description 935