Position Title: Assistant Superintendent of Human Resources and Legal Affairs  
Reports To: Superintendent  
Status: Full-Time, Exempt  
Date of Posting: August 4, 2023  
Salary: $135,000 to $145,000  

POSITION DESCRIPTION:  
The Brighton Area Schools seeks a positive, collaborative and passionate human resource leader to join our award winning school district. This individual will be responsible for all aspects of human resources, including recruitment and staffing, compensation, evaluation, organizational development, training and labor relations. The assistant superintendent of human resources and legal affairs will also be responsible for monitoring and assuring that the District complies with all regulations and standards governing human resources operations, programs, and activities.

MINIMUM QUALIFICATIONS:  
- Master’s degree in Human Resources, K-12 Administration, Juris Doctor, Business Administration, or related field.  
- A minimum of three (3) years as a successful human resource leader is preferred.  
- Michigan School Administrator Certification (Central Office endorsement preferred).  
- Experience as a school administrator and classroom teacher would be beneficial experiences for a person in this role.  
- Extensive experience with contract negotiations, labor relations, public school staffing, staff discipline, and budgeting.  
- Knowledge of applicable laws, codes, regulations, policies.  
- Ability to routinely collaborate with administrators, staff, parents and students.  
- Strong organizational, interpersonal, verbal, and written communication skills.  
- Ability to work independently, multi-task and prioritize assignments and deadlines.  
- Ability to analyze complex issues and translate into clear and concise policies, procedures, and/or reports.  
- Strong attention to detail and demonstrated excellence in project management.  
- Ability to think outside the box and develop new methods or solutions inspiring others to reach a common goal.  

ESSENTIAL FUNCTIONS:  
- Serves as the District’s chief negotiator for all labor contracts.  
- Responsible for all staffing functions including posting, recruiting, screening, qualifying and recommending candidates for positions.  
- Responsible for staff reductions/recalls, when necessary and in accordance with employment law and contract provisions. Provides advice and consultation to administrators and employees on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures.  
- Serves as the administrative lead for the maintenance and revisions to district policies including service on the board of education’s policy committee.  
- Mediates employee relations issues and assist with disciplinary actions.  
- Responsible for compliance with District health and safety mandates, including providing annual training.  
- Serves as the District’s Records Officer including personnel records.
• Serves as the District’s FOIA Coordinator.
• Serves as the Anti-Harassment Complaint Coordinator, Title IX & ADA coordinator.
• Responsible for designing, implementing and maintaining a personnel system to ensure compliance with all local, state and federal laws, rules and regulations.
• Serves as the Superintendent’s designee at the applicable grievance step and prepares matters for arbitration as needed.
• Responsible for all student discipline hearings in cases where long-term suspensions or expulsions are at issue.
• Responsible for working with insurance companies and attorneys for claims or suits against the District.
• Responsible for maintaining and updating the Student/Parent Handbooks.
• Approves leaves of absences in accordance with District policy and applicable collective bargaining agreements.
• Oversees human resource aspects of the staff evaluation process including guidance to administrators and supervisors.
• Responsible for reports and audits required by governmental agencies relating to the area of labor relations/personnel.
• Liaison to district legal counsel.
• Other duties as assigned.

EVALUATION: Performance will be evaluated annually by the Superintendent

HOW TO APPLY
A cover letter is required for consideration (attach as the first page of your resume). The cover letter should outline skills and experience that directly relate to the qualifications for the position. Apply online at: https://www.applitrack.com/brightonk12/onlineapp

Review of applications will begin immediately and the position will remain open until a successful candidate is hired.

Brighton Area Schools is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. For more information on this posting or employment opportunities with Brighton Area Schools, call (810) 299-4090 or visit www.Brighton12.com.