



VACANCY ANNOUNCEMENT

POSITION: Assistant Superintendent for Human Resources

LOCATION: Administration Bldg.

SALARY: \$120,133 – \$155,419

POSTING DATE: April 24, 2024

SCHEDULE: 12 Months / 260 Days (July 1 – June 30)

DEADLINE: May 15, 2024

JOB SUMMARY: The Assistant Superintendent for Human Resources reports directly to the Superintendent and is responsible for Human Resources leadership and for all personnel office functions and activities including: recruitment, selection, retention, staffing and personnel administration for all employees. The Assistant Superintendent for Human Resources is also responsible for collective bargaining activities (including the administration of contracts), workers' compensation, fringe benefit programs, substitutes, paraprofessionals, and secretarial/clerical staff and other personnel functions. This position is responsible for adhering to State and Federal compliance guidelines and laws to support a safe and supportive work culture.

QUALIFICATIONS:

The successful candidate selected will possess the best combination of the following required and preferred qualifications:

Required:

1. Master's degree or higher in Human Resources, Labor Relations or School Administration.
2. Knowledge and experience within the field of contemporary Human Resources.
3. Experience in Labor Relations and contract negotiations.
4. Positive record in proactive and collaborative leadership in developing working relationships with employee groups and bargaining units.
5. Successful experience in interviewing, selecting and retaining teachers and other personnel.

Preferred:

1. Ability to work in a trusting and positive manner with other administrators and community members.
2. Demonstrates positive interpersonal relationships.
3. Successful experience in maintaining good employee morale and promoting staff development.
4. Excellent written and verbal communication skills.
5. Understanding of technology and its application in the school setting.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Supervises Human Resources Director and HR Specialists and oversees all HR functions and processes.
2. Recruits, screens and recommends the employment of applicants for professional staff; and supervises the recruitment, screening and selection of secretarial/clerical staff, paraprofessional and other support staff positions.
3. Develops and implements plans for the recruitment, selection and retention of a qualified diverse workforce.
4. Negotiates the district's collective bargaining agreements and collaborates with Chief Finance and Operations Officer, individual bargaining units, and the Board of Education.
5. Coordinates employee evaluation programs
6. Authorizes salary and/or wage changes and increases.
7. Maintains personnel records for employees as required by law, union agreements, and district procedures.
8. Administers provisions of collective bargaining agreements and/or district procedures dealing with staffing, discipline, leaves, termination and early retirement pay, vacations, absences, and supplemental pay.
9. Responsible for ensuring personnel reporting for the district and outside agencies is completed timely and accurately (Ex. REP, CRDC, et).
10. Ensures the instructional, administrative and ancillary staff is properly credentialed and meets all of the state and federal guidelines pertaining to certification/licensure.

MAJOR DUTIES AND RESPONSIBILITIES (cont'd):

11. Responsible for coordinating with all district administrators and managers regarding assignments of staff based on budget and enrollment parameters.
12. Creates and communicates yearly calendars for all employee groups as it pertains to their collective bargaining agreements.
13. Develop and implement a user-friendly Employee Handbook to communicate a culture of high expectations and consistent practices to all employees.
14. Oversees substitute employee vendor for coverage of absences of certified, paraprofessional and secretarial/clerical staff.
15. Consult with district legal counsel as necessary.
16. Provides leadership in the development of the District's budget.
17. Conduct or guide all district-level investigations related to employee misconduct and termination.
18. Attend Board of Education meetings and provide human resource updates and personnel reports.
19. Develops and communicates personnel policies and procedures to all employee groups; updates policies to reflect changes in employment law to maintain compliance.
20. Coordinates with the Business Office on oversight of benefits administration and benefits strategy.
21. Recommends salary, fringe benefits, and other employment considerations for non-bargaining unit employees.
22. Serves as Title IX coordinator and compliance officer ensuring that all policies and procedures are aligned with legal and regulatory compliance; investigates all grievances and harassment claims.
23. Oversees the administration of the Worker's Compensation program, monitors claims, and serve as a liaison with approved medical advisors and the Worker's Compensation Insurance carrier.
24. Other duties as assigned by the Superintendent.

SALARY AND BENEFITS:

Salary range for the 2024-25 school year is in accordance with Central Office Administrator Grade 10 salary range of \$120,133 – \$155,481 and based on the candidate's training and experience. Fringe benefits for Central Office Administrators include illness income protection; long-term disability insurance; life insurance; mileage allowance; full family medical, dental and vision insurance; merit pay and Board-Paid Tax Sheltered Annuity.

METHOD OF APPLICATION

Interested candidates meeting the above qualifications must complete the online application on the [Oakland Human Resources Consortium](#) website at by the deadline listed, and include a **LETTER OF INTEREST, CURRENT RESUME, and THREE (3) LETTERS OF REFERENCE.**

START DATE: July 1, 2024 for the 2024-25 school year.

INTERVIEW AND SELECTION TIMELINE

Screener and second round interviews will be in May with final interviews and recommendation to the Board of Education scheduled for June 2024.

ABOUT THE DISTRICT

Birmingham Public Schools (Michigan) is committed to excellence in education, consistently ranking among the highest achieving school districts in the state. With optimal class sizes, high academic standards, a comprehensive curriculum, and a nurturing environment built on a foundation of Character Education, all students have an advantage. The district of 7,300 students is located in the metro Detroit area. For more information about Birmingham Public Schools, visit www.birmingham.k12.mi.us.

BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.