REDFORD UNION SCHOOLS

POSITION OPENING

INTERNAL/EXTERNAL

May 12, 2016

POSITION: Assistant Superintendent of Human Resources and Labor Relations
REPORTS TO: Superintendent of Schools
SUPERVISES: Human Resources Coordinator
JOB GOAL: Plans, coordinates and supervises the services provided by the Department of Human Resources to ensure efficiency and maximum support of instruction.

QUALIFICATIONS:

- Master's Degree in Human Resources, Labor Relations, Administration or related field.
- Juris Doctorate Preferred
- Successful administrative and leadership experience in a public school district in the areas of Human Resources and/or Labor Relations is desired.
- Broad knowledge of employment law as it relates to school districts
- Expertise regarding collective bargaining, labor contract management and interpretation and Human Resources Administration/Compliance.
- Excellent written and oral skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

RESPONSIBILITIES:

- Directs the District's preparation for collective bargaining. Serves as Chief Negotiator in bargaining with labor groups. In some instances, may instead serve as a primary administrative bargaining team liaison in conjunction with a Chief Negotiator. Arrive at mutually satisfactory labor agreements on wages, hours, and working conditions for employee bargaining groups represented.
- Acts as official designee of the Superintendent at appropriate stages of the grievance procedure and/or employee disciplinary proceedings.
- Plans, organizes and assists the District in fact-finding arbitration and representation cases heard before public commissions or other such bodies.
- Under the direction of the Superintendent of Schools, coordinate all aspects of contract administration during the term of various contracts with employee organizations.
- Interprets the negotiated contracts to members of the staff as appropriate.
- Administers all assignments, transfers, dismissals and promotions of staff members. Certifies classifications and salaries for all positions.
- Ensures compliance with local, state and federal compliance laws.
- Confers with principals and the Superintendent to determine needs for teachers of various classifications. Administers provisions of the School Code as they apply to personal, sabbatical and general leave of absence policies.
- Regularly attends Board of Education Meetings as a member of the Superintendent's Executive Staff.
- Directs staff to provide necessary research for successful wage and salary administration.

RESPONSIBILITIES (Continued)

- Plans, develops and revises Human Resources management policies in accordance with state legislation and submits to the Board for adoption; maintains up-to-date staff handbooks.
- Plans and directs a program for selection and assignment of the best qualified individuals while ensuring that equal opportunity for employment is given to all minority/handicapped applicants.
- Coordinates interviewing and makes recommendations for professional placement.
- Responds to questionnaires, surveys and correspondence from research or professional organizations requesting information on the District's Human Resources programs and the requests of district personnel on matters not clearly covered by regulation, policy or legislation.
- Prepare Individual Improvement Plans for non-satisfactory rated employees (as requested)
- Acts as Title IX and EEO Administrator
- Assume any other responsibilities as assigned by the Superintendent of Schools.

SALARY/BENEFITS:
The minimum salary for this position is $96,936 per annum plus a comprehensive employment benefits package.

EFFECTIVE DATE: July 1, 2016

APPLICATION DEADLINE: Open Until Filled

APPLICATION PROCEDURE: Submit letter of interest, resume and credentials to:
Debra Dahlman
Human Resources Coordinator
Redford Union Schools
17715 Brady St.
Redford, MI 48240
dahlmad@redfordu.k12.mi.us

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