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| **WATERFORD SCHOOL DISTRICT**  **POSTING ENDS AT NOON ON FRIDAY, JULY 10, 2015** |

**Title: Director of Human Resources**

**Qualifications:**

* Master’s Degree in any of the following areas: Human Resources, Labor Relations, Administrative Leadership, Education.
* Five years of successful administrative and leadership experience.
* Experience in human resources and/or labor relations.
* Expertise regarding collective bargaining, labor contract management/interpretation, and human resource administration/compliance.
* Demonstrated ability to work collaboratively and effectively with all District employees and employee groups in a variety of roles and situations.
* Exemplary communication skills.
* Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Duties/Responsibilities:**

* Direct the District’s preparation for collective bargaining and serve as Chief Negotiator in bargaining with labor groups.
* Carry out all staffing functions, including recruiting, screening, and qualifying prospective candidates for employment.
* Plan, organize, and represent the District in all grievance, mediation, fact finding, unfair labor practices, and arbitration procedures related to all employee groups.
* Plan, develop, and revise Human Resources Management Policies in accordance with Board Policy and federal and state legislation.
* Coordinate all aspects of contract administration during the term of various contracts with employee organizations.
* Assure compliance with all legal requirements pertaining to school employees, such as ACA, EEOC, ADA, Civil Rights, Teacher Tenure Act, and Fair Labor Standards Act.
* Act as support to establish and maintain an evaluation program for all personnel that supports District goals and meets the student growth criteria requirement.
* Act as a member of the District’s Administrative Leadership Team and as a District representative in labor relations groups at the County and State level.
* Carry out other duties as assigned by the Superintendent.

**Salary:** Administrative Base Salary - $110,992

**Reports to:** Superintendent of Schools

**Starting Date:** August 10, 2015

**Method of Application:**

Apply online at [www.waterford.k12.mi.us](http://www.waterford.k12.mi.us). Please include a current resume and three professional references. Please note employment is contingent upon receiving all required documentation (i.e. criminal background investigation, and fingerprint records.)

**Statement of Non-Discrimination:** In compliance with Federal Regulations, the Waterford School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic.