



JOB POSTING
Jackson Public Schools
January 16, 2018
To be posted: Until filled

Position: Assistant Superintendent of Human Resources

Reports to: Superintendent

Prospective candidates should fill out a professional application on www.jpsk12.org. Please attach a detailed resume, cover letter, and three professional/personal references.

Purpose Statement:

Human Resources is a service department providing information to employees and responding to questions related to employment, benefits, compensation, attendance, employee relations, safety, and employee health. The Assistant Superintendent of Human Resources is responsible for the overall coordination and operation of the Human Resources office, assuring that all matters, policies, and procedures relating to employee services are conducted in appropriate and ethical fashion.

Essential Duties and Responsibilities:

- Serve as a Cabinet member for Jackson Public Schools.
- Plan and direct a program for recruitment and selection of the best-qualified and most passionate staff who will embody the JPS vision of helping students become lifelong learners.
- Plan and coordinate the development of statistical, financial, legal and management information.
- Manage district employee and district labor relations.
- Responsible for contract interpretation for all union contracts.
- Work collaboratively with all unions.
- Represent the district in negotiations, fact-finding, grievances, arbitrations and HR legal issues.
- Maintain district files on all labor-related issues.
- Design and implement employee benefit programs.
- Facilitate the safety/crisis, workers compensation, and wellness committees.
- Coordinate staff development for non-certified staff.
- Monitor and facilitate EEOC/ADA/MIOSHA/OSHA/FMLA.
- Facilitate the posting, staffing, and bidding process.
- Design and implement employee recognition programs.
- Manage evaluation process and consult with curriculum leadership and Superintendent on evaluations requiring attention.
- Manage time and attendance reporting for the district.
- Direct Professional Council meetings with the unions.
- Manage HR staff and responsibilities.
- Direct and consult with administrators on HR issues.
- Perform such other tasks and assume such other responsibilities as the Superintendent may assign.

Preferred Qualifications and Competencies:

- Master's degree in an educational field and/or human resources/labor relations with experience in

- administration.
- Minimum of five years' experience in teaching and a minimum of five years' experience in educational leadership.
- Should be able to promote harmonious relationships with certified educational and non-certified personnel.
- Strong problem solving and decision-making skills.
- Possess keen business acumen and trusted advisory skills.
- Ability to work with firm discretion and personal integrity.
- Effective communication skills in writing and speaking are necessary.
- Demonstrated success in areas of responsibility, including strong leadership and organizational skills and the ability to build strong partnerships.

Physical Requirements (if applicable): *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Required to sit for extended periods of time.
- Considerable walking is required.
- Some driving may be required both in and outside the district, and therefore transportation is necessary.

To apply, please visit www.jpsk12.org and fill out an online application, then apply for the position.

Jackson Public Schools Mission:

We will bring our community together to create a culture of academic excellence and workforce readiness.

Jackson Public Schools Vision:

We envision a community where all students become lifelong learners.

Non-Discrimination Policy

It is the policy of the Jackson Public Schools District that no discriminatory practices based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, political affiliation, sexual orientation, disability, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment, or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Human Resources office at Jackson Public Schools, 522 Wildwood Avenue, Jackson, MI 49201 or 517-841-2155.