

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

## **Executive Personnel Specialist Human Resources Department Grade: EX04, \$57,061 - \$68,339 Full-time, 12-months**

### **OUR MISSION:**

Nuture the dreams of all students and empower all students to contribute to a better world.

### **POSITION SUMMARY**

Reports directly to the Assistant Superintendent for Human Resources. Responsible for the posting, selection, interviewing, and ultimate placement of support staff within the District. Provides support and assistance in human resource functions and operations within the District as requested. Monitors employee classification and salary changes and updates to ensure accuracy in the processing of payroll. Monitors and ensures that all hourly and contractual paraprofessionals meet the definition of being "highly qualified" as determined by the Every Student Succeeds Act (ESSA).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for posting open positions and coordinating the resulting applicant pool for support staff positions.
  - a. After completing the posting and coordination of the applicant pool, this individual is involved in the selection, interviewing, and ultimate placement of employees within the positions for Supervisory/Technical, Secretarial, Paraprofessional, Library Clerks, Home Support Specialists, Behavior Specialist, Maintenance, and Operational.
2. Provides daily employee relations contact for support staff; provides direction and works collaboratively with administrators regarding the performance or sensitive personnel issues of support staff.
3. Responsible for calculating pro rates, severance pay (for retiring teachers, administrators, and executive assistants), extra-duty assignments, and updating payroll information for Supervisory/Technical, Secretarial, Paraprofessional, Library Clerks, Home Support Specialists, Behavior Specialist, Maintenance, and Operational.
4. Evaluates and authorizes salary placement and changes of support staff for payroll processing.
5. Updates and maintains a list of all ESSA qualified contractual employees; after obtaining and verifying documents that provide proof the employees meet the Every Student Succeeds Act (ESSA) requirements. (This includes, but is not limited to, hourly tutors, paraprofessionals, Title I tutors, Reading, PEEP, Lunch tutors, and Wrap Around employees.)
6. Assists in the completion of periodic state and federal reports.
7. Provides personnel data for support staff to school administration as requested.

8. Monitors classification and salary information on teachers, administrators, and executive assistants.
9. As Office Manager of the Human Resources Department supervises the Human Resources excluded supervisory/technical clerical staff and addresses concerns as they arise.
10. Updates and maintains seniority lists for achievement & behavior support specialists, custodians, Montessori teacher aides, paraprofessionals, and secretaries.
11. Updates and maintains employee lists for home support interventionists, home school support, maintenance, and supervisory/technical positions.
12. This individual participates in collective bargaining negotiations for achievement & behavior specialists, custodians, secretaries, paraprofessionals, and Montessori teacher aides covered by the KSP.
13. Participates as a member of the District's mutual concerns meeting, addressing and resolving secretarial/paraprofessional concerns.
14. Participates in due process meetings of support staff as needed.
15. Participates in weekly Case Management meetings with the Benefits Specialist, HR Compliance Specialist, Administrative Personnel Officer, and Payroll and Benefits Supervisor.
16. Performs other duties as assigned by the Assistant Superintendent of Human Resources.

## **EDUCATION & EXPERIENCE REQUIREMENTS**

1. Associates degree in personnel administration/labor relations or related field.
2. Possess advanced knowledge of local and state personnel and employment laws.
3. Experience in the application of personnel/payroll software.
4. Must have strong mathematical skills.
5. Ability to problem-solve difficult situations.
6. Must possess excellent written and verbal communication skills.
7. Able to de-escalate unprofessional situations that will result in positive solutions.
8. Must be able to work successfully with deadlines.
9. Must be able to maintain a high level of confidentiality.
10. Evidence of a desirable work record (low absenteeism, good performance, flexibility).

## **DESIRABLE QUALIFICATIONS**

1. B.A. in Human Resources.
2. Possess successful leadership experience with small and large groups.
3. Experience with MUNIS.
4. Minimum three years of successful experience working with children and families in an urban educational setting and diverse/multi-cultural setting.
5. Successful work with labor unions.

**External candidates, please apply online at [www.kpsjobs.com](http://www.kpsjobs.com).**

**Internal candidates, please submit your cover letter and resume to  
Denise Turner  
Human Resources Department  
or via email to [turnerdk@kalamazoopublicschools.net](mailto:turnerdk@kalamazoopublicschools.net)**

**This position will remain posted until filled.**

**Kalamazoo Public Schools is an Equal Opportunity Employer.**