

Position Announcement



Assistant Superintendent for Employee Services

Job Description

The Assistant Superintendent for Employee Services is responsible for providing leadership and oversight for the implementation of a service based, highly functioning and comprehensive Employee Services Department which is deeply rooted in systems thinking and collaboration. This position requires a person who will establish and maintain a department with superlative standards of performance, employee morale, job satisfaction and customer service for all individuals and employee groups consistent with the UCS Empowered Strategic Plan. This is a Superintendent's Cabinet level position.

Qualifications

- Bachelor's degree from an accredited college or institution required.
- Master's degree or higher in Educational Administration or Human Resources, Public or Business Administration or related field. HR certification from AASPA or SHRM preferred.
- At least five years of relevant and successful leadership experience or expertise in human resources and labor relations required. Prior experience in a public school district is preferred.
- Ability to effectively analyze and solve complex problems, present information and respond to questions and concerns from district stakeholders including parents, students, teachers, administrators, and community.
- Human resource expertise with the ability to quickly process the multi-faceted complexities inherent in personnel management.
- Knowledge of software and operations of human resource systems.
- Positive interpersonal skills with the ability to work collaboratively with members of the school community.

Responsibilities

- Ensure that the Employee Services Department supports the mission, vision, goals and District Improvement Plan.

- Provide oversight of the Employee Services Department budget inclusive of service contracts and related professional and legal support.
- Provide for the identification, recruitment, hiring, on-boarding, mentoring, professional development, training, and retention of district personnel.
- Provide oversight and direction for responding to all requests and/or subpoenas for applicable information related to statutes.
- Ensure that all district protocols and practices and related rules and regulations are consistent with applicable law.
- As the District's chief negotiator, collectively bargain in good faith with all affiliated units consistent with District strategic plan and established bargaining practices and procedures.
- Establish and maintain positive working relationships with colleges, universities, trade schools, community groups, parents, students, and other stakeholders.
- Provide reliable and accurate data for District planning, including long-term and short-term staffing levels, certification requirements, compensation and benefit offerings and associated cost.
- Ensure the development and formulation of district policies and procedures as they relate to employee services.
- Ability to plan, supervise, review, and evaluate the work of human resource office staff and independent contractors.
- Assume other duties as assigned by the Superintendent of Schools.

Compensation

- Salary and benefits commensurate with education, skills, and experience
- Salary range \$166,512 - \$191,270

The District

- Vision: Utica Community Schools, in partnership with our community, will empower students to positively transform their future and the world.
- Mission: Utica community Schools ignites a passion for learning in all students. We strengthen our community by welcoming all learners, honoring culture, and inspiring remarkable growth and achievement.

We accomplish this by:

- Ensuring students are at the heart of all decisions
- Collaborating with all stakeholders
- Providing a safe and supportive environment
- Encouraging mindsets that are open to innovation
- Reimagining what school can be
- Promoting high expectations throughout Utica Community Schools
- Committing to multiple pathways toward excellence and achievement for all
- Michigan's second largest school district (25,000 students)

- 66 square miles
- 36 schools (25 elementary, six junior high schools, four comprehensive high schools and one alternative learning center) and four support facilities
- Second largest public employer in Macomb County (2,453 employees)
- Annual operating budget: \$402,391,145
- Foundation grant per pupil: \$10,050
- Fund equity: \$47,734,720 or 11.6%
- Bond issue: \$550 million approved on May 2, 2023 (safety and facility improvements)

The Community

- Municipalities: City of Sterling Heights, Shelby Township, City of Utica, Macomb Township, Ray Township, and Washington Township
- Median age of residents: 43.2 years
- 16% of district residents have school age children
- Educational attainment
 - High School Diploma or less: 36.4%
 - Some College and Associate's Degree: 33.2%
 - Bachelor's Degree and above: 30.4%
 - Major industries: Automotive, Defense, Health Care, Robotics

Application Procedure

The position will remain open until filled. Interested candidates should complete and submit the Michigan Leadership Institute online application found at www.mileader.com or <http://applitrack.com/mileader/onlineapp>. Completed online applications, including a cover letter, resume and transcripts, must be submitted **no later than Tuesday, June 2, 2026 at 4:00 p.m.** No "hard copy," faxed or emailed copies will be accepted. Materials will be treated confidentially through the screening process only upon the written request of the candidate.

All questions regarding the search process should be directed to the search consultants:

- MLI Regional President John Silveri, (248) 420-9354 or jsilverimli@gmail.com
- MLI Associate Regional President Bill Weber, (313) 418-0775 or jbweber927@sbcglobal.net

Utica Community Schools may make exceptions to this posting, process and/or timeline to ensure selection of the best possible candidates as determined solely by the District. The services of Michigan Leadership Institute have been secured to assist the District in the search process, screening of candidates and the interview process. However, the District will make all decisions with respect to process, evaluation of candidates, selection of candidates to be interviewed and appointment of the successful candidate.

Utica Community Schools is an Equal Opportunity Employer