

Human Resources Department
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Human Resources Director

LOCATION: Administration Building (EAC)

SALARY: \$98,158 - \$128,264 (Grade 8.5)

POSTING DATE: March 1, 2026

SCHEDULE: 12 Month – Full Time

DEADLINE: March 11, 2026

Applications are being accepted for the position of Human Resources Director, which is a non-affiliated contracted position with a 12-month work year from July through June.

JOB SUMMARY: The Human Resources Director, working closely with members of the HR team, provides leadership and support for the department and district employees on Human Resources issues. The Human Resources Director reports to the Assistant Superintendent for Human Resources.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Coordinates recruitment, hiring and on-boarding of all non-instructional staff, and assists with the employment and new hire orientation processes for instructional staff and administrators. May assist with instructional staff hiring as needed.
2. Responsible for investigations, discipline, performance issues and grievances involving non-instructional staff, and other staff as requested, including providing guidance to administrators and supervisors; works with outside legal counsel as necessary.
3. Assists in the supervision, administration and evaluation of the following areas within the Human Resources:
 - a. Employee benefits programs
 - b. Leave administration
 - c. Workers' compensation
 - d. District fingerprinting process
 - e. Unemployment benefits
 - f. Various contracted employee services
4. Serves as the department lead for the HRIS/Finance system, working closely with Business Operations on employee pay and contract issues.
5. Works closely with administrators to implement staffing assignments for non-instructional staff, including layoffs and recalls as required.
6. Maintains a collaborative working relationship with union leaders for non-instructional staff and teachers.
7. Participates in contract negotiations for all affiliated groups.
8. Provides for the orderly collection and dissemination of employee information that will help the board, the community, and other school administrators make informed educational decisions.
9. Develops human resource policies, procedures, administrative regulations and operational directives as necessary.
10. Uses data to make decisions and track HR metrics.
11. Supervises or assists in the administration and evaluation of the staff of the Office of Human Resources.
12. Responds to all compliance monitoring requests including EEOC and CRDC requests.
13. Performs other tasks assigned by the Assistant Superintendent for Human Resources.

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QUALIFICATIONS: The candidate selected will possess the best combination of the following preferred qualifications:

1. Bachelor's degree in Business, Human Resources/Labor Relations, Education or other related fields; Master's degree preferred.
2. Previous supervisory/leadership experience in Human Resources preferred. Experience in the areas of labor/employee relations, contract administration, benefits and compensation preferred.
3. Experience or proficiency in the use of computer applications for HRIS, benefits and payroll. Previous experience with Business+ solutions and Frontline preferred.
4. Proficiency with Microsoft Office products (Outlook, Excel, Word, and PowerPoint) and Google applications.
5. Ability to communicate effectively in verbal and written formats to both internal and external customers/stakeholders.
6. Outstanding customer service skills required to provide service to faculty, staff, administrators, applicants and community members.
7. Demonstrated ability to work as an effective team member and establish positive working relationships with others.

SALARY AND BENEFITS:

Salary range for the 2025-2026 school year is in accordance with Central Office Administrator Grade 8.5 salary ranges, and will be determined based on the candidate's training and experience. Additional compensation and benefits for Central Office Administrators include: full family medical, dental and vision insurance; 23 vacation days, personal days and illness income protection; long-term disability insurance; life insurance; mileage allowance; merit pay and Board-Paid Tax Sheltered Annuity. In addition, non-resident district employees are also able to enroll their children as Birmingham Public School students.

METHOD OF APPLICATION

Interested candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Positions**. Please submit a **LETTER OF INTEREST, CURRENT RESUME and References**.

BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.

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