



School District Of The City Of Pontiac OFFICE OF HUMAN RESOURCES

Executive Director of Human Resources

Reports To	Compensation	Location	Contract	FLSA
Superintendent	Based on Non-Union Salary Table	O'Dell Nails Administration Building	226 Days	Exempt

About PSD

The School District of the City of Pontiac serves approximately 3,850 students and is committed to empowering every learner through high-quality instruction, innovative programs, and meaningful support. As a district on the rise, our teachers and staff continue to invest in student success, staff excellence, and a strong future for our community.

Position Summary

The Executive Director of Human Resources is responsible for supporting Human Resource functions, including staffing, hiring, policy administration, and record-keeping for all district staff. This role also assists with labor relations, contract negotiations, and the administration of labor and employment agreements. Additionally, the HR Director manages special projects as assigned. This position requires handling confidential information and operates under the direction of the Director of Human Resources, with performance evaluated based on discussions and results achieved. As the Director of Human Resources, you will play a pivotal role in shaping the foundation of our district by building a talented and diverse team committed to student success. Beyond traditional HR responsibilities, this role offers the opportunity to drive innovation in education. We are seeking a leader who fosters team engagement and attracts top talent to our district.

Qualifications

- Bachelor's degree in Human Resources, Labor Relations, Business Administration, or a related field required.
- Minimum of five (5) years of human resources experience, including at least three (3) years in K-12 school human resources.
- Minimum of one (1) year of experience in collective bargaining and labor relations.
- Professional Human Resources certification preferred (e.g., SHRM-CP, SHRM-SCP, PHR, or SPHR).
- Thorough knowledge of federal and state labor and employment laws, including but not limited to the Public Employment Relations Act (PERA), Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and Americans with Disabilities Act Amendments Act (ADAAA).

The City of Pontiac School District is an Equal Opportunity/Affirmative Action Employer and adheres to all district policies, rules, and regulations. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of race, color, religion, national origin, sex, age, or disability. The district complies with all applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Michigan Department of Education policies and regulations prohibiting discrimination. For inquiries regarding non-discrimination policies under Title II, Title VI, or Title IX, contact 248-451-6802. For questions related to Section 504, contact 248-451-6825. Complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

Updated September 2026 JP



Pre-Employment Requirements

- Criminal Background Check
- Drug Screen

Essential Duties & Responsibilities

General and Legal Issues:

- Provide customer service, consultation, guidance, and training to employees, supervisors, and administrators on human resources matters.
- Assist in ensuring district compliance with all applicable federal and state employment laws, regulations, and policies.
- Prepare and maintain required legal reports for the District, as well as federal, state, and external agencies.
- Ensure instructional staff maintain appropriate certification and licensure in accordance with state requirements.
- Recommend new and revised human resources policies, procedures, and practices to support district operations and compliance.
- Represent and support the District in grievance proceedings, arbitrations, and other employment-related hearings.
- Assist with pre-termination hearings and employee dismissal proceedings.
- Maintain strict confidentiality of Human Resources records, information, and sensitive personnel matters.
- Maintain accurate and organized personnel files for all staff members.
- Assist with responses to Freedom of Information Act (FOIA) requests.
- Promote and support equal employment opportunity and nondiscriminatory employment practices.
- Support corrective discipline processes, including fact-finding investigations and development of Individual Development Plans (IDPs).
- Assist with the District's tenure and employee mentoring processes.
- Facilitate and support the hiring process in collaboration with interview teams and district leadership.
- Manage and assist with unemployment and workers' compensation claims.
- Execute employee discipline procedures in accordance with district policy and collective bargaining agreements.
- Review and approve salary placements based on experience, credentials, and negotiated agreements.
- Manage employee relations by addressing workplace concerns, conflict resolution, and performance-related matters.

Recruitment/Retain/Evaluations:

- Manage the full-cycle employment process, including recruitment, application review, candidate screening, interviewing, reference checks, hiring, and onboarding.
- Support and administer employee performance evaluation programs in compliance with applicable laws, collective bargaining agreements, and district policies.
- Post position vacancies and coordinate advertising efforts to attract qualified candidates.
- Plan and execute recruitment activities for instructional, administrative, and support staff positions.
- Review and evaluate employment applications to identify qualified candidates.



- Participate in interview teams and selection processes for district vacancies.
- Extend employment offers and process all required hiring documentation for new employees.
- Conduct job analyses and salary studies to support compensation recommendations, internal equity, and market competitiveness.
- Develop and support strategies aimed at employee recruitment, engagement, and retention.

Negotiations/Labor Relations:

- Interpret, apply, administer, and support the negotiation of collective bargaining agreements, as well as individual contracts for non-union employees.
- Administer contract provisions and district procedures related to staffing, transfers, discipline, leaves, resignations, retirements, benefits, vacations, absences, and supplemental compensation.
- Assist in preparation for collective bargaining and participate in negotiations with recognized employee groups.
- Support the Director of Human Resources in managing confidential personnel matters and labor relations issues, including contract interpretation and dispute resolution.
- Assist with grievance and arbitration processes, including case preparation, documentation, and proceedings.
- Ensure consistent interpretation and application of contract language, district procedures, and employment policies.

Supervisory Responsibilities:

- Manage and coordinate the daily workload, workflow, and operational responsibilities of the Human Resources Department.
- Provide direction, support, and oversight to department staff to ensure efficient and effective HR operations.
- Operates under the general supervision of the Director of Human Resources & Employee Relations, who retains ultimate supervisory authority for the department.

Benefits of Working with PSD

- Competitive Medical, Dental, and Vision benefits for full-time employees. (Cash-in-lieu option is available for eligible employees, with payments directed to a retirement savings account.)
- Employee Assistance Program (EAP) offering confidential wellness counseling, and support services for employees and eligible family members.
- Paid Time Off (PTO) and Earned Sick Time Act (ESTA) leave for eligible employees.

Physical Requirements

- Regular sitting, speaking, hearing, and use of hands. Occasional standing, walking, reaching, stooping, kneeling, and lifting up to 10 pounds.

Application Process

- [Online Employment Application | Open Position](#)

