



Our Mission: Inspire Students Today for Their Success Tomorrow

2603 Charlton Road, Trenton, MI 48183 / PH. 734.676.8600 FX. 734.676.4851

POSITION: Director of Human Resources/Operations Administration, Non-Union

EFFECTIVE: Immediately Following Selection of the Successful Candidate

SUMMARY OF POSITION:

Specific to Human Resource Director: Plan, organize, direct and oversee the development of human resources programs and policies such as recruitment, staffing, operation services, employee relations, employee benefits. This position provides strategic, legal, instructional, cultural, human resource, managerial, external development, and micro-political leadership for the efficient and effective operation of the Human Resources Department through collaborative networking with internal and external stakeholders. Furthermore, this position will require direct professional legal counsel and representation for the Superintendent, the Board of Education and administrative staff on legal matters; conduct internal investigations involving compliance with legal and/or Board policies. **Specific to Director of Operations:** Collaborates with key players to influence change, integrate system work, and take action in the design, delivery, monitoring and support of operational performance. This position works in close collaboration with Central Office personnel, school leaders, and other key partners to integrate practices within the current and envisioned organizational system. Explicitly models the core values and beliefs that are essential in supporting the TPS strategic plan. Collaborates with District Departments to promote district-wide systems improvement and the implementation of the District's Strategic Plan.

QUALIFICATIONS

1. Master's degree or higher in human resources, labor relations, school administration, or related field.
2. Successful administrative experience in a public school district in the area of human resources preferred.
3. Successful administrative experience in Human Resources required.
4. Ability to work effectively with various employee groups.
5. Demonstrated management and leadership skills.
6. Strong interpersonal skills.
7. Ability to lead, influence, and hold others accountable to upholding high standards of operational excellence.
8. Strong project and time management skills; ability to effectively backwards plan, juggle multiple priorities with great attention to detail, and deliver consistent and timely results.
9. Understanding of technology and its application in schools for staff.
10. Experience and/or knowledge of collective bargaining, labor contract management and interpretation, and human resources administration/compliance.
11. Experience in supervising and evaluating employees is preferred.
12. Excellent organizational, verbal, and written communication skills.

RESPONSIBILITIES (specific to Human Resources):

- Administer provisions in the master agreements and counsel administrators and supervisory personnel regarding contract management and human resources matters.
- Administer the grievance procedures in the collective bargaining agreements.
- Assist with supervision of employees including support of principals and administrators with difficult or sensitive personnel matters including performance improvement plans, investigatory meetings, and staff discipline.
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- Conduct employee evaluations of direct reports and ensure that evaluations are completed for the human resources staff.
- Conduct and/or oversee investigations of employee misconduct, employee complaints, Title IX, First Amendment or other legal or policy matters.
- Establish goals and objectives for the department; attend meetings as required representing the department in personnel matters.
- Investigate, analyze and formulate methods for handling performance evaluation programs, including job descriptions, salary surveys and position reclassifications.
- Keep abreast of current laws and Board policies related to employment and, as needed, recommend revision to Board Policy and Administrative Guidelines.
- Monitor teacher certification for compliance.
- Monitor and provide oversight of the district's benefits programs.
- Oversee the maintenance of employment records for all employees and the filing of all official employment reports and forms.
- Plan, direct, supervise, assign and evaluate the school's recruitment activities, such as applicant interviewing, determination of applicant qualifications, background investigations and reference checks.
- Plan, coordinate and evaluate the operations of the Human Resources Department.
- Recommend and supervise the arbitration process; represent the district in arbitration matters or assign to outside counsel as appropriate.
- Serve on the district negotiating team for all contracts; initiate and coordinate the activities leading to and during the process of negotiations; interpret collective bargaining agreements.
- Serve as the district's Freedom of Information Act (FOIA) coordinator; ensure timely responses to requests.
- Work to provide employees with a safe, healthy, and friendly work environment.
- Title IX Coordinator

RESPONSIBILITIES (specific to Director of Operations):

- Ensures accountability for system changes in the supervision of a pre-K through grade 12 strand of school operations, and provides direction, resources and coordination for principals and staff in schools and district-wide programs.
 - Oversees the school-wide operations vision that supports and operationalizes the organizational and systems output of the school district.
 - Oversees most facilities issues, including maintenance, managing staff/vendors, aesthetics, shared space agreements, and campus safety.
 - Regularly conducts facilities walkthroughs and liaises with custodial staff/vendors to ensure that district processes are efficient.
 - Serves as a primary point of contact for the Regional Operations, responding to requests and collaborating with teammates across the region to build scalable, region-wide systems, policies, and procedures.
 - Works with central leadership and school leaders to ensure that system change embeds change into Strategic Plan and analyzes and reviews school connectedness data.
 - Works closely with the Facilities Director & Chief Financial Officer to develop the school's annual budget and actively manages the school budget throughout the year.
- Perform other duties and tasks as assigned by the Superintendent.

REPORTS TO:

Will serve under the direction of the Superintendent.

PHYSICAL REQUIREMENTS:

Ability to stand and walk over extended periods of time.

Ability to sit up for extended periods of time in a work day, and to sit/stand several times in short periods of time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS: Works in office conditions.

BENEFITS: Health Insurance [Or Cash In Lieu Of Insurance], Dental, Vision, Long-Term Disability Insurance, Life Insurance

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation.

WORK YEAR:

52 weeks.

COMPENSATION:

Based on qualifications and experience = \$109,262 - \$120,876 with full benefits package

APPLICATION:

All applicants must complete an online application. The online application can be accessed from the Wayne RESA website: <http://www.resa.net/services/humanresources/onlinejobapplication/>.

Applications must be completed and submitted no later than 4:00 p.m. on September 6, 2021.

cc: Douglas Mentzer, Superintendent.

It is the policy of the Trenton Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible.