

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	DIRECTOR OF HUMAN RESOURCES		
Location:	Waverly Administration Building	Start Date:	Anticipated – June 15, 2023
Salary Range/Level:	Commensurate with experience 95,507.00-124,817.00	Terms of Employment:	52 Week Position
Date Posted:	February 27, 2023	Application Deadline:	April 10, 2023 @ 4:00 pm
ALL Applicants:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . See application instructions at: Director of Human Resources Feb 2023 Resume and cover letter and 2 current Letters of Recommendation may be: <ul style="list-style-type: none">• Attached within the online application• Faxed: (517) 321-8577• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>Qualifications:</u> <ul style="list-style-type: none">• Master’s Degree Ed Administration or Business with a Human Resource endorsement• Demonstrated ability to effectively interpret and apply all District requirements and Board of Education policies and regulations• A minimum of 5 years’ supervisory/leadership experience in Human Resources/Labor Relations/Instructional Leadership. Preferably in a Pre K-12 setting.• Experience in the areas of labor/employee relations, contract administration, compensation and HRIS in K-12 district preferred• Ability to train and evaluate staff; observe and document performance; design data-based improvement processes• Experience in payroll and benefit administration			
<u>Preferred Qualifications:</u> <ul style="list-style-type: none">• Valid Michigan Administrative Certification with Central Office Team endorsement or meet requirements under MCL 380.1246• Experience and knowledge of collective bargaining agreements and experienced lead negotiator for CBA’s• Ability to direct administration of worker’s compensation program• Ability to interface with legal counsel on employment matters and ensure compliance• Ability to interface with District leadership on Human Resource issues and guide and direct issues regarding personnel			

- Knowledge of principles and procedure for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
- Experience with Title IX and employee misconduct allegation investigations
- Ability to analyze, organize and incorporate data into decision making
- Ability to work collegially and on a team
- Other duties as assigned

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of skills, efforts, duties, responsibilities or working conditions associated with it.

Notice of Non-discrimination

It is the policy of Waverly Community Schools not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 515 Snow Rd., Lansing, MI 48917, or phone 517-321-7265