

DEPARTMENT OF HUMAN RESOURCES



Ms. Maysam Alie-Bazzi,
Executive Director of Staff & Student Services

Ruth Bankhead, Director - Non-Instructional
Robert Seeterlin, Director-Instructional

BULLETIN # 1 (2018-19)

DATE: July 5, 2018

TO: All Personnel

SUBJECT: HUMAN RESOURCES SPECIAL PROJECTS MANAGER

TITLE OF POSITION: Human Resources Supervisor of Special Projects

DIRECTLY RESPONSIBLE TO: Executive Director of Staff & Student Services

FILING DEADLINE: **Midnight, Thursday July 20, 2018**

SALARY: NC/NI Supervisors Salary Schedule (2017 - 2018)
Grade 1 (\$47, 963 - \$81, 060)

LENGTH OF WORK YEAR: 12 Months

EFFECTIVE DATE: August 21, 2018

METHOD OF APPLICATION:
All applicants should apply online at
www.dearbornschools.org to **posting #11195**

MAB

**DEARBORN PUBLIC SCHOOLS
PROFESSIONAL STAFF POSITIONS**

TITLE: Human Resources Special Project Manager/Investigator

- QUALIFICATIONS:
1. Minimum of a Bachelor's degree with major emphasis on the following fields: school administration, supervision, business or personnel administration. **Master's Degree Preferred.
 2. 15 hours or more of coursework in Human Resources preferred.
 2. Two years of administrative experience or comparable experience related to Human Resources.
 3. Employment experience in one of the following areas: insurance, personnel, labor relations, salary administration, education organization structure, processes, and essential functions.
 4. Ability to communicate effectively in writing and orally with all levels of management and staff.
 5. Knowledge of and experience in the school improvement process preferred.
 6. Knowledge and experience in labor relations
 7. Extensive knowledge and experience with student social development, discipline and due process.
 8. Such alternatives to the above qualifications as may be found appropriate and acceptable.
 9. Knowledge of school law and experience as related to Human Resources.

REPORTING

RELATIONSHIP: Executive Director of Staff & Student Services

SUPERVISES: Clerical Staff in the Human Resources Department as directed by the Executive Director.

PERFORMANCE
RESPONSIBILITIES:

1. Conduct investigations and complaints collaboratively with the Executive Director of Staff and Student Services, Directors of Human Resources, the Student Services Director.
2. Directs Building Principals/Supervisor when conducting investigations and provides guidance to all department and administrator supervisors.
3. Confers with legal counsel to receive recommendations and direction regarding staff and student investigations.
4. Analyze current implementation of Instructional Extra Pay program, facilitate a committee review process include collaboration with the DFT, and implement approved recommendations.
5. Support a program of recruitment, selection, employment, placement, and retention of all personnel required by the district in cooperation with the members of the P-12 management team.
6. Collaborate with Non-Instructional HR Directors to implement local job fairs to recruit hard-to-fill Non-Instructional positions.
7. Maintain and update the Human Resources blog.
8. Collaboratively review and update the Human Resources guidelines and processes as needed.
9. Facilitate ongoing training, updates, revisions, and support to staff for the MLP-Oasys, the online teacher and administrator accountability tool. Access and analyze data available via MLP-Oasys and facilitate the annual roll-over process.
10. Maintain visibility in the schools to support administrators with the Implementation of effective instructional practices in the classroom that are aligned with the Charlotte Danielson Framework. Serve on the School Improvement Committee, and observe faculty and provide observational reports regarding instructional delivery using scripting methodology that has been established in Dearborn.
11. Work with all union heads in the school district to maintain a transparent and collaborative approach to conducting District business.

12. Produce teacher evaluation meeting summaries and follow-through with evaluation committee approved actions as needed.
13. Facilitate Teachscape teacher evaluation training to new administrators and administrative interns.
14. Support supervision of the proper certification of all instructional employees and the appropriate licensing of non-instructional employees and prepare the annual personnel report to the Wayne County Superintendent of Schools.
15. Implement all contractual agreements resulting from collective bargaining with the bargaining agents of the school district as they pertain to personnel functions.
16. Provide for a program of orientation for employees of the school district as appropriate to the personnel function.
17. Confer with supervisory personnel of instructional and non-instructional employees regarding personnel problems and needs.
18. Support HR Directors with working cooperatively with the P-12 management team in determining projected requirements for instructional and non-instructional personnel.
19. Prepare staff summaries, statistical, and other data for local, state, and federal reports as they pertain to personnel.
20. Participate in the development and revisions of personnel policies affecting all personnel of the school district. Conduct a continuing study of all personnel policies, programs and practices related to employees to keep the department abreast of current practices and informed of new developments.
21. Perform other duties as may be assigned by the Executive Director of Staff & Student Services.

TERMS OF
EMPLOYMENT: 12 Months

EVALUATION: Annual