

Administrative Position

Pontiac is located 40 minutes north of Detroit, Michigan. The School District of the City of Pontiac has a budget of \$98 million, serves 12,000 students. We share a vision of a future filled with opportunities, excitement, and success.

Assistant Superintendent of Human Resources and Employee Relations

Responsible for total labor relations function which includes, but no limited to all phases of negotiations, mediation, fact-finding, grievance administration, contract implementation and coordinates the handling of legal matters within the District.

Responsible for recruitment, interviewing and selection of all staff. Works cooperatively with curriculum management, principals and others who participate with staff in the selection process.

Supervises the total personnel function, including other Directors and Executive Director of Human Resources.

Qualifications Preferred but not required:

1. Be a member of the State Bar of Michigan with three to five years of successful legal practice in public sector or related work.
2. Have a working knowledge of education law and collective bargaining law.

Qualifications:

1. Advance graduate work (beyond Master's Degree) in personnel management, public school administration, supervision and psychology.
2. Experience in university, corporate and/or public school administration.
3. General knowledge of public school operations, including experience with teachers, custodians and other school employee groups.
4. Knowledge of and familiarity with computer programs including various personnel functions, associated with staff salary schedules, fringe benefits, attendance, personnel evaluation, etc.

Please send a cover letter, resume, transcript(s), and three letters of recommendation to the address below:

Walter Burt, Ph.D., Superintendent of Schools (MC)
School District of the City of Pontiac
47200 Woodward Ave.
Pontiac, MI 48342

For additional information, please visit our web site at <http://www.Pontiac.k12.mi.us>. This position will remain posted until filled.

Equal Opportunity Employer