



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Human Resources Specialist

March 3, 2020

Job Summary:

Under the direction of the Assistant Superintendent to substantially and effectively assist Gull Lake School District in planning and coordinating the successful operation of all personnel services.

Qualifications:

Required:

- A. Bachelor's Degree in Human Resources or comparable years of practical work experience
- B. Two to three years prior Human Resources experience
- C. Ability of efficiently perform accurate detail work and successful problem-solving skills
- D. Ability to work independently with frequent interruptions
- E. Ability to utilize discretion and sound judgement in handling confidential information and documents
- F. Excellent human relations skills
- G. Proven team participant
- H. Proficient use of computers including knowledge and use of Microsoft Office products and Google documents

Desired Characteristics:

- A. Knowledge of school human resources experience preferred
- B. Effective interpersonal skills with staff, administrators and community members

Duties:

- A. Develop, manage and maintain all personnel records, medical files and professional development files
- B. Design, draft and post all employment opportunities online and the media when needed
- C. Responsible for the operation of the online application system. Provide training, guidance and support to the administrative team
- D. Process documents related to managing the collective bargaining agreements with Gull Lake Education Association, the International Union of Operating Engineers, Gull Lake Food Service Association, The Gull Lake Educational Secretaries Association
- E. Maintain databases for personnel issues such as FMLA, graduate credit reimbursement, seniority lists and professional development and provide reports as needed to the Assistant Superintendent regarding personnel issues
- F. Responsible for all benefits yearly open enrollment including conducting staff meetings, answering questions and processing all paperwork to insurance company
- G. Responsible for conducting all background checks with the Michigan State Police and FBI through CHRIS for new hires and ICHAT for volunteers. Review background checks and meet with the Assistant Superintendent if there is a concern
- H. Responsible for running driving records on newly hired bus drivers and all drivers through the Michigan State Police. Meet with the Assistant Superintendent if there is a concern
- I. Conduct new hire orientation to process employment paperwork including all benefits paperwork.
- J. Responsible for all Affordable Care Act (ACA) information and to communicate to eligible staff
- K. Process hiring documents for all new employees of the district and manage the receipt of those documents to ensure proper completion
- L. Responsible for workers compensation for the district
- M. Administers COBRA including paperwork and answering questions
- N. Acts as district consultant regarding teacher certification and highly qualified requirements
- O. Processes and tracks staff changes, including new hires, terminations, retirements and position changes
- P. Responsible for the research, inputting and submitting to the state Registry of Educational Personnel (REP) report two times a year
- Q. Work with third party substitute company to approve teacher sub, support staff sub and coaches to work in the district
- R. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: April 13, 2020 or until position is filled

Start Date: May 2020, 12-month position

Salary: Salary to be commensurate with candidate's qualifications and experience

Apply To: Candidates who are qualified and wish to be considered for this position must submit an Frontline online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org