



## JOB POSTING

### **Job Title: Executive Director of Human Resources**

*Can you lead a department where everyone is welcome, appreciated, and respected?  
Do you believe that human resources is more than just hiring people?  
Do you have a vision for recruiting, growing, and retaining employees to build a strong organization?*

**Who we are:** Eastpointe Community Schools is in the business of transforming lives. Our strategic plan approved by the Board of Education January 2023 aligns and focuses the work of our district. Part of our continued growth and improvement involves increasing educational expectations, developing a culture of pride in our community and schools, and nurturing all students to address academic, behavioral, and interpersonal needs.

**Eastpointe Community Schools** is a community of approximately 2200 students: we are proud of our Early Learning Center, four elementary schools, one middle school, and a Secondary Campus supporting around 900 students in grades 8-12 (an 8th Grade Academy, a traditional high school setting for grades 9-12, and a Virtual Academy/Alternative Center). We boast partnerships with Michigan State University, Wayne State University, Boys & Girls Club, Macomb Community College, and many other community entities.

**What we are looking for:** In our Human Resource Director we are seeking an individual prepared to work collaboratively and creatively to develop a robust recruitment and retention program to meet the needs of our staff. You are adept in Benefits and willing to help staff navigate their individual situations. If you are passionate about improving lives, building a team, and improving job satisfaction through Human Resources we want to meet you!

The role of an Executive Director Human Resources (HR) is a senior-level position responsible for overseeing all aspects of an organization's human resources function. The Executive Director collaborates with executive leadership and plays a crucial role in shaping and implementing HR strategies that align with the organization's overall goals and objectives. Key Focus Areas: Strategic HR Planning, Talent Acquisition and Recruitment, Talent Retention, Employee Relations, Performance Management, Training and Development, Compensation and Benefits, HR Compliance, HR Metrics and Data, Employee Engagement and HR Team Leadership.

The Executive Director of Human Resources will also oversee the Food Service Department.

### **Areas of Responsibility and Specific Duties**

- Board Human Resources Liaison (Lead Role)
- Board Policy Liaison (Co-Lead)
- Administrative Procedures (Lead)
- Coordinated support for district reporting
- Integrates and coordinates with all central office departments.
- Diversity, equity and inclusion
- Staff development and mentoring
- Student teacher placements (Lead Role)
- Personnel evaluation systems & procedures (Lead Role)



- Personnel relations, contract management & chief collective bargaining (EFE, EDESA, Local 120, Non-Affiliated Admins)
- Title IX Coordinator (Lead Role)
- District Compliance Officer
- Coordinated support for collective bargaining
- Recruiting, retention, hiring, placement, transfer, discipline and discharge
- Employee contract oversight (EFE, EDESA, Local 120, Non- affiliate, 3rd Party)
- Labor contract administration and maintenance
- Employee Benefits (Lead Role)
- Workers Compensation and Unemployment
- Grievance and Arbitration
- Legal and quasi-legal issues
- Prepare and submit reports to local, county, state and federal agencies
- New Staff Orientation and Development
- FOIA Response (HR- Co-Lead)
- FMLA/ Leave and Arbitration
- ORS Reporting
- Hearing Officer
- Local Agency Security Officer (LASO)
- Personnel records and files
- Oversee Food Service Director and Food Service Program
- Other duties as assigned

**Minimum Job Qualifications:**

- Master's Degree in Education, Human Resources or a Management-related field from an accredited college or university
- Five years of successful Human Resource experience and/or school administrative experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

**Posting Open Date:** 4/11/25

**Posting Close Date:** 4/18/25

**Applicants can send cover letter and resume to:**

Christina Gibson, Superintendent

[Christina.gibson@eastpointeschools.org](mailto:Christina.gibson@eastpointeschools.org)