HOWELL
PUBLIC SCHOOLS

**Date:** August 8, 2018

**Position:** Executive Secretary to Executive Director of Labor Relations & Personnel

**Location:** District Administrative Offices within Howell High School - Freshman Campus

**Hours:** 40 hours per week (TBD)
Monday through Friday

**Duration:** Twelve (12) months

**Responsibilities:**
- Please see attached job description.

**Wage:** Salary is within the $50,000 range commensurate with candidate's experience and qualifications.

**Available:** September 2018

**Deadline:** August 31, 2018

**Apply to:** Forward letter of interest, résumé and two professional letters of recommendation via email to personneloffice@howellschools.com or by mail to:

*Liza M. Kelly, J.D., PHR*
*Executive Director of Labor Relations and Personnel*
*Howell Public Schools*
*411 N. Highlander Way*
*Howell, MI 48843*

Howell Public Schools is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. For more information on this posting or employment opportunities with Howell Public Schools, call (517) 568-6241 or visit www.howellschools.com. Applications that are not submitted in the manner stated above shall not be considered.

**HOWELL PUBLIC SCHOOLS**
**POSITION DESCRIPTION**

Position Title: Executive Secretary of Labor Relations and Personnel
Reports To: Executive Director of Labor Relations and Personnel
Status: Full-Time, Exempt
Union Affiliation: Non- Affiliated
Date of Description: August 6, 2018

**SUMMARY:**
The Executive Secretary of Labor Relations & Personnel performs skilled, complex, highly confidential and specialized personnel duties in support of the Labor Relations and Personnel office to enhance the professional and efficient operation of the school district so that the office's maximum positive impact on employees, the education of children and district operations can be realized. The Executive Secretary of Labor Relations & Personnel assists in cultivating a friendly, customer-service oriented environment for the District.

**ESSENTIAL FUNCTIONS: Other duties as assigned**
- Assisting the Executive Director of Labor Relations & Personnel.
- Reporting
    - REP Report
        - Completion of the REP (Registry of Educational Personnel) report to the MDE twice a year – December 1st and June 30th. This reports all employees of the district, the job function, how many hours per week, education, certification, etc. It includes those employed by the District through third party contractors. All vacancies must be reported as well. The June 30th report includes professional development information for teachers within the first 3 years of teaching and evaluation ratings for all teachers and administrators.
    - EEO5
        - Completion of the EEO5 report to the Equal Employment Opportunity Commission once every two years.
- Teacher Certification Support
    - Staying up-to-date on all MDE mandated changes regarding teacher certification.
    - Creating annual list of teachers whose certificate is expiring. Sending letter to teachers with certificates expiring explaining requirements and process.
    - Updating certificate renewal list and sending out reminder letters before the start of school.
    - Ensure up-to-date certification of EDUStaff teaching staff placed in long-term positions within the district.
- Hiring Process Support
    - Posting of all vacant positions including posting on various state-wide websites and on the district website.
    - Processing all incoming job applications - responding to applicants and forwarding to appropriate administrators after verification of qualifications.
    - Processing of all new hire documentation including fingerprints and intake appointment covering district policies, contracts. Verifying all appropriate certifications and transcripts are on file.
    - *Pre-employment Testing*
        - Administering and grading secretarial & bookkeeping exams. Notifying individuals of results and maintaining list of those that have taken the exams and their results.
    - *Criminal History Records Information*
        - Providing required forms to all new hires including new hires through third party contractors, verifying forms have been correctly completed, providing information on fingerprint locations, running internet criminal history checks (ICHATS), completing appropriate forms notifying third party contractors regarding individuals clearance to

work in the district for Executive Director's approval, forwarding these forms to appropriate staff,
        - Processing CHRI for all new hires including new hires through third party contractors.
        - Processing CHRI release requests to other districts manually or via internet CHRISS system when provided proper release forms, logging of all fingerprint releases
        - Communicating with student teachers regarding fingerprinting before their placements begin.
        - Processing MDE notifications to the district of employees with new criminal records.
        - Maintaining ICHAT for the district – updating passwords, processing audit responses, communicating updates to all District personnel who use ICHAT.
- Document/File Maintenance
    - Creating new and maintaining personnel and medical files for all District personnel.
    - Annual file audit of all personnel files of active employees.
    - Maintaining Google spreadsheet of HESPA employees to be reimbursed for the cost of fingerprinting and/or physical costs.
    - Processing all staffing changes including new assignments, changes in FTEs, resignations and retirements, name changes.
    - Logging receipt of teacher transcripts in each personnel file. Processing track advancements.
    - Processing step raises for all HESPA and Maintenance employees.
    - Maintaining updated seniority lists for all unions. Answering questions regarding placement on seniority list. Sending out updated seniority lists as required in the various bargaining agreements.
    - Keeping a list of probationary teachers and the date of tenure. Updating probationary status memo to principals in the fall and in the Spring. Sending out tenure recognition letters to teachers achieving tenure.
    - Prepare all necessary spreadsheets for yearly staffing process.
    - Preparing list for annual "years of service" awards, printing certificates and distributing to buildings.
    - Ensuring Homebound, Home-Based and Tutoring Services Referral forms are completed correctly for Executive Director's approval and submitted to the LESA in a timely manner.
    - Processing travel time documentation for applicable teachers and providing this information to the Business Office.
    - Preparing and submitting files for annual publication of the staff directory.
    - Contract Maintenance
        - Creating initial contracts for all new teachers. Preparing and forwarding annual contract supplements for all teachers currently on staff.
        - Keeping track of expiration of HAA member and Central Office individual contracts.
- Records Requests
    - Assisting in the handling of FOIA/PERA requests, student records requests and responses to subpoenas.
    - Drafting extension letters, response letters and invoices for the Executive Director's approval.
    - Contacting the appropriate department to obtain documents requests and overseeing the compilation of this information and ensuring fulfilment of these requests is completed accurately and in a timely manner.
    - Keeping log of FOIA/PERA requests current.
- Attendance Record Maintenance for District
    - Recording attendance information for district. Answering questions regarding same. Requesting information and responding to questions regarding – jury duty, bereavement leave, etc. as needed.
    - Creating attendance accruals for all new employees.
    - Updating attendance accruals - monthly for maintenance employees, yearly for all other District employees.

- Online Staff Training Administration

    - Administering website for annual safety training - updating staff information as staffing changes occur, assigning courses for each school year, sending out periodic reports to administrators regarding staff that have not yet completed courses.
- Pre-employment Testing
    - Administering and grading secretarial & bookkeeping exams. Notifying individuals of results and maintaining list of those that have taken the exams and their results.
- Leaves of Absence Documentation
    - Processing requests for medical and long-term leaves of absence. Creating correspondence for Executive Director's approval.
    - Ensuring FMLA notifications get sent within legal timelines and processing of medical documentation returned.
    - Processing sick leave bank applications and sick leave transfer information.
- District Provided Professional Development Verification
    - Assisting teachers regarding the rules and regulations regarding using DPPD for certificate renewal.
    - Processing forms including verifying agendas/sign-in sheets on file, teacher attendance at DPPD, number of hours submitted is correct for Executive Director's approval.
    - Emailing teachers who submitted information incorrectly and assisting them in completing the forms accurately.
- Updating all Current Bargaining Agreements and the Student/Parent Handbook - fixing formatting, creating hyperlinks, adding signature pages, publishing on website.
- Regular, predictable attendance.
- Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**
*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISORY RESPONSIBILITIES:**
None.

**EDUCATION AND EXPERIENCE:**
- High school diploma or equivalent.
- Successful completion of the HPS secretarial exam.
- Previous experience in Human Resources preferred.
- Minimum of three years of increasingly responsible secretarial and administrative support experience, preferably in a public school district setting, where use of a personal computer to prepare correspondence, reports, charts, etc. or to enter, retrieve, update information is an essential part of the work.

**LANGUAGE SKILLS:**
- Ability to read and comprehend instructions and correspondence.
- Ability to read and interpret documents, such as general business periodicals, professional journals, equipment operating and maintenance instructions and policy procedure manuals.
- Ability to read, comprehend and interpret technical manuals and financial reports.
- Ability to write reports, business correspondence, procedure manuals and articles for publication.
- Ability to respond to common inquiries or complaints from parents, staff, vendors or the general public.
- Ability to effectively present information to students, parents, staff and administrators.

**MATHEMATICAL SKILLS:**
- Ability to perform math using whole numbers, common fractions and decimals consistent with the duties of this position.

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations and where only limited standardization exists.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

**QUALIFICATIONS/SKILLS:**
- Ability to operate a personal computer and related software including word processing, spreadsheet and database programs. (e.g. MS Word, Excel PowerPoint, Google Docs, etc.).
- Ability to create documents that are well organized and display information that is logical and graphically appealing.
- Proficient in Schools-Open - HRS, FAS.
- Ability to operate Google Docs, including Google email.
- Self motivated and willing to learn.
- Ability to learn software and web-based programs as needed.
- Ability to seek and retrieve information from the internet and other sources.
- Ability to perform duties with awareness of all District Requirements and Board policies.
- Excellent interpersonal skills with ability to communicate effectively, speaking clearly and communicating thoughts succinctly.
- Excellent grammatical, spelling and punctuation skills.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism with minimal supervision.
- Proficient in problem solving skills.
- Excellent computer and keyboarding skills.
- Accurate and detail oriented.
- Ability to portray a professional demeanor in appearance and behavior.
- Ability to develop effective working relationships with students, staff, vendors, parents, administration and the school community.

**TERMS**

Salary is within the $50,000 range commensurate with candidate's experience and qualifications. Health insurance benefit package provided in accordance with the Howell Public Schools and Howell Administrative Association (2016-2019) collective bargaining agreement. This position is permanent and has a 12 month work year.

**APPLICATION PROCEDURE**

Forward letter of interest, résumé and two professional letters of recommendation via email to (*personneloffice@howellschools.com)* or by mail to:

*Liza M. Kelly, J.D., PHR*
*Executive Director of Labor Relations and Personnel*
*411 N. Highlander Way, Suite B*
*Howell, Michigan 48843*

**DEADLINE**

The deadline to apply for this posting is Friday, August 31, 2018.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment. The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing,

stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

**ENVIRONMENTAL ADAPTABILITY:**
The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

**FUNCTIONS OF POSITION DESCRIPTION:**
This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The Howell Public School District retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

*This position description is not a contract for employment.*

The Howell Public School District is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.