



MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 NEW ST. ♦ P.O. BOX 367 ♦ STANTON, MICHIGAN 48888-0367

TELEPHONE: 616-225-4700 ♦ TDD: 800.649.3777. ♦ FAX: 989.831.8727 ♦ WWW.MAISD.COM

POSITION OPENING

Posting Date: April 14, 2025

Position: Human Resources/Special Projects Coordinator
*The current Human Resources Coordinator's title will be changed to Human Resources Supervisor. *

Circumstances: New Position

**Opening
Commencing:** July 1, 2025

Qualifications:

1. College level coursework in human resources preferred or a minimum of 3 years' experience with an emphasis in human resources.
2. Excellent computer skills including Microsoft Office Suite, Google Suite, etc.
3. Knowledgeable about human resource principles, practices, and procedures.
4. Ability to communicate clearly and work in a team environment
5. Able to utilize technology to enhance the efficiency and effectiveness of the organization.
6. Flexible and progressive with an eye toward the future.
7. Professional demeanor and demonstrated written and oral communication skills required.
8. Excellent time management skills and ability to meet deadlines.
9. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Associate Superintendent of Finance & Human Resources

Salary: \$48,000-\$52,000 Commensurate with experience

**Terms of
Employment:** Non-Union, 12-month employee (260 days), 8 hours per day
Holiday, Vacation, Sick, and Bereavement Days
Health Insurance- Employee/Employer shared cost
Dental, Vision, Life, AD&D, and LTD- Employer Paid
1% of Base Pay Annuity Contribution

Serving the districts of ♦ Carson City - Crystal ♦ Central Montcalm ♦ Greenville ♦ Lakeview ♦ Montabella ♦ Tri County ♦ Vestaburg ♦ Flat River Academy ♦

It is the policy of Montcalm Area Intermediate School District that no person shall be subjected to discrimination in any educational program, service, or activity that it provides, nor in any employment for which it is responsible. As such, MAISD and its Board of Education does not discriminate based on race, color, national origin, gender (including orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected classes. Inquiries related to discrimination should be directed to the MAISD Superintendent.



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Performance Responsibilities:

1. Plan, execute, and monitor the progress of special projects as directed by the Superintendent and Associate Superintendent of Finance and Human Resources.
2. Responsible for updating and maintaining staff handbook.
3. Assist with recruitment by communicating with Edustaff, attending job fairs, etc.
4. Assist the Human Resources Supervisor to create and update job descriptions.
5. Assist the Human Resources Supervisor with the onboarding and exiting process as needed.
6. Assist the Human Resources Supervisor with recordkeeping including, filing, scanning, and document collection.
7. Assist the Administration with the preparation of the performance review process and tracking.
8. Willing to obtain and maintain Human Resource Specialist certification through MSBO.
9. Willing to attend necessary professional development to keep up to date with job duties.
10. All other duties as assigned.

Inquires

Directed to:

Tricia Root, Associate Superintendent of Finance & Human Resources
(616) 225-6190 troot@maisd.com

Applications:

Applications must include a letter of application, detailed resume of training, work experience, references, and any pertinent credentials. Please submit through Applitrack at www.maisd.com

Deadline For Applications:

May 16, 2025

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on Evaluation of Administrative Personnel.

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Statement of Assurance:

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Montcalm County Intermediate School District is an Equal Opportunity Employer. Auxiliary aides and services are available upon request to individuals with disabilities.

Posted on 04/14/2025 by Jess Dora

Authorization by Kathleen Flynn
Kathleen Flynn, MAISD Superintendent