



SOUTH HAVEN PUBLIC SCHOOLS JOB POSTING

POSTING DATE: 9.18.26

Place of Assignment: Administration Office

Position/Job Title:	Human Resources Specialist
Qualifications:	• Bachelor's degree in Human Resources, Business Administration, or a related field preferred • Bilingual Preferred
Reports to:	Nancy Nelson, CFO
Physical Requirements:	• Prolonged periods of sitting at a desk and working on a computer • Must be able to lift up to 25 pounds at times

Position Summary:

Join Our Team at South Haven Public Schools – We're Hiring an HR Specialist!

Are you passionate about people and driven to make a difference? South Haven Public Schools is looking for an enthusiastic and dedicated HR Specialist to become a key player on our collaborative team.

In this role, you'll help shape the employee experience from start to finish, leading efforts in recruitment, onboarding, employee relations, and compliance. We're seeking someone with a degree in Human Resources or a related field, a knack for organization, and a strong sense of teamwork

This is more than just a job—it's an opportunity to contribute to an organization where your work supports the educators and staff who shape the future.

Essential Functions/Responsibilities:

- Conduct District recruiting, job postings, new employee onboarding, background screening, employee verifications, and processing
- Manage criminal record check system for applicants and new employees
- Responsible for ensuring compliance with electronic fingerprinting completions
- Manage staff immunizations
- Process employee change actions upon new hires, resignations, staffing changes, etc.
- Maintain and provide necessary updates to Frontline HR applications
- Administer employee benefit programs, including enrollments, changes, qualifying life events, terminations, and annual open enrollment
- Oversee Workers Compensation and OSHA/MIOSHA compliance and administration
- Process Family Medical Leave Act (FMLA) for all employees and coordinate with payroll to ensure accuracy

- Interpret collective bargaining agreements and ensure compliance
- Handle routine labor relations and human resource inquiries related to policies, procedures, and collective bargaining agreements.
- Process and maintain recordkeeping related to hiring, termination, leave, transfer, and promotion
- Coordinate and participate in employee engagement activities, fostering a positive workplace culture
- Responsible for state Registry of Personnel reporting and submission
- Work closely with the Payroll Specialist and Superintendent Secretary
- Employee
- Perform daily tasks in accordance with Board of Education policies and District rules/regulations
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must possess the capacity to apply discretion and maintain a high level of confidentiality when handling sensitive matters
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent time management skills with the proven ability to meet deadlines
- Strong organizational, analytical and problem-solving skills
- Must possess a thorough understanding of laws, regulations, and guidelines related to HR and contract negotiations
- Must be proficient with Microsoft/Google Office Suite and be able to learn applicable Skyward enterprise system modules and Frontline system modules
- Must possess an ability to develop effective working relationships with staff and the school community
- Experience with recruitment and onboarding and knowledge of labor laws
- Punctual, regular, & consistent attendance is required

***Submit Application to:**

Nancy Nelson, CFO – nnelson@shps.org

Kelly Schriener, HR Specialist - kschriner@shps.org

South Haven Public Schools
554 Green Street
South Haven, MI 49090

*A job application can be found at <https://www.applitrack.com/shps/onlineapp/>

Condition of Employment: Fingerprinting is REQUIRED for all new school employees. South Haven Public Schools shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes").