



July 7, 2026

HUMAN RESOURCES GENERALIST

TITLE: Human Resources Generalist

CLASSIFICATION: Classified, 12 months

EFFECTIVE: Immediately

REPORTS TO: Director of Human Resources

Position Summary:

The Human Resources Generalist provides comprehensive administrative and operational support to the Human Resources Department. This role assists in streamlining human resource functions by assisting with recruitment activities, maintaining accurate electronic personnel records, and evaluating onboarding processes. Additionally, the HR Generalist ensures operational efficiency by supporting data entry, attendance tracking, and compliance reporting, while serving as a reliable point of contact for staff, administrators, and local agencies to maintain accurate, confidential, and professional service across the district.

Job Qualifications:

1. Associate's or Bachelor's degree in Human Resources or a related field preferred.
2. Minimum of three years of successful experience in human resources administration preferred.
3. Proven proficiency with database management and electronic record-keeping systems.
4. Familiarity with Michigan Public Schools fingerprinting processes and school safety legislation.
5. Advanced computer skills with a high level of proficiency in Google Workspace and AI.
6. Demonstrated ability to draft professional correspondence and develop accurate spreadsheets and surveys.

7. Working knowledge of employment laws and regulations, including FMLA, ADA, FLSA, ESTA, and workers' compensation.
8. Exceptional ability to handle sensitive information with strict confidentiality and adherence to privacy acts.
9. Effective oral and written communication skills for engaging with staff, agencies, and community members.
10. Strong interpersonal skills to interact professionally with the public, school personnel, and colleagues.
11. Ability to exercise independent judgment and maintain flexibility in a self-directed work environment.
12. Proven track record of meeting strict deadlines with keen attention to detail.
13. Capability to adapt quickly and thrive in a fast-paced learning environment.
14. Commitment to regular and reliable attendance.

Evaluation:

Performance will be evaluated by the Director of Human Resources every other year.

General Responsibilities:

1. Draft and process routine correspondence and employment-related documentation.
2. Assist in facilitating the integration and maintenance of electronic application and personnel filing systems.
3. Collaborate and cross-train with the HR team to ensure seamless support of departmental tasks.
4. Assist in the management of data entry for district personnel.
5. Analyze departmental data to identify and implement process improvements.
6. Evaluate job descriptions and recruitment strategies to maximize candidate attraction and outreach.
7. Assist with managing systems for sick leave banks, general attendance, and seniority tracking.
8. Back up for coordinating annual performance evaluations, certification tracking, and REP compliance reporting.
9. Support summer program staffing including job postings, letters of employment, supporting supervisors with applications and tracking employment with Willsub staff.
10. Assist with staff medical leaves and navigation with FMLA.
11. Support the substitute process and certification for staff on leaves.
12. Manage all unemployment claims and correspondence.

13. Assist with annual employee handbooks based on feedback and policy changes.
14. Execute tracking and record-keeping protocols for all new hires.
15. Administer the processing of fingerprints and background check verifications.
16. Assist with all phases of the recruitment and hiring cycle.
17. Represent the district at job fairs and professional recruitment events as needed.
18. Participate in MSBO certification courses and professional development relevant to the role.
19. Process and approve substitute permits and certifications for district employees.
20. Support orientation and onboarding programs to ensure a positive new-hire experience.
21. Provide strategic recommendations for Human Resources program enhancements.
22. Perform additional professional duties as assigned by the Director of Human Resources.

Apply online at NorthwestEd.org under Employment Opportunities. Applicants can attach cover letter, resume and transcript(s). Posting deadline: until filled.

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