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## CALHOUN INTERMEDIATE SCHOOL DISTRICT

### MISSION STATEMENT

The mission of the Calhoun Intermediate School District is to develop, coordinate and provide researched-based educational services for its constituencies in an innovative and responsive manner to prepare those we serve to succeed in a global society.

### BOARD OF EDUCATION

Jerry Heisler, President  
Kenneth Ponds, Vice President  
James Davis, Treasurer  
Georgia Marsh, Secretary  
Durwood Booher, Trustee

### SUPERINTENDENT

Dr. Terance Lungert

### WEB ADDRESS

[www.calhounisd.org](http://www.calhounisd.org)

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## Calhoun ISD Constituent Districts (Headcount)

- ◇ Albion (1,231)
- ◇ Athens (711)
- ◇ Battle Creek (6,297)
- ◇ Bellevue (700)
- ◇ Harper Creek (2,559)
- ◇ Homer (1,066)
- ◇ Lakeview (3,859)
- ◇ Mar Lee (K-8) (311)
- ◇ Marshall (2,751)
- ◇ Olivet (1,470)
- ◇ Pennfield (2,049)
- ◇ Tekonsha (338)
- ◇ Union City (1,120)
- ◇ 4 Public School Academies (1,255)



# THE CALHOUN INTERMEDIATE SCHOOL DISTRICT

INVITES QUALIFIED CANDIDATES TO  
APPLY FOR THE POSITION OF...

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## *Assistant Superintendent for Human Resources*

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## QUALIFICATIONS OF CANDIDATES

The Calhoun Intermediate School District is looking for a candidate with leadership and management experience in an educational setting. The successful candidate must:

- ❖ Be a caring individual
- ❖ Have prior successful experience in employment law, compensation, organizational planning, organizational development, employee relations, safety and training and development
- ❖ Have prior successful experience in negotiations/ labor relations
- ❖ Provide leadership through cooperation and collaboration of other ISD Departments and other local and regional institutions as requested
- ❖ Have excellent organizational skills
- ❖ Demonstrate personal integrity and professional ethics
- ❖ Have strong oral and written communication skills
- ❖ Work effectively with staff and other stakeholders
- ❖ Have experience with school partnerships and educational programs
- ❖ Be responsive to the interests of staff, students, district and community
- ❖ Provide leadership in employee and district communication systems
- ❖ Develop and maintain strong professional relationships with staff, co-workers, constituents, and community
- ❖ Practice a high level of confidentiality
- ❖ Work effectively with staff at all levels and positions
- ❖ Have successful experience and training with conflict resolution strategies
- ❖ Have a Masters Degree (preferred) in related field and a minimum of 10 years progressive leadership experience as a Human Resource Administrator



## EMPLOYMENT, SALARY & CONTRACT

- ❖ This is a Calhoun ISD cabinet level administrative position reporting directly to the Superintendent
- ❖ An annual contract will be offered to the successful candidate with the salary being commensurate with education and experience
- ❖ Comprehensive Benefit Package

## APPLICATION PROCEDURE

Candidates who are qualified and wish to be considered for this position should submit a formal application that includes:

- ❖ Letter of application
- ❖ Current resume
- ❖ College or university transcripts
- ❖ Credentials (including current letters of reference)
- ❖ Other information demonstrating knowledge and successful experience

### Deadline for Application

The Calhoun ISD must receive all applications by **4:00 p.m. Friday, April 9, 2010**. Position Open Until Filled. *Preferred Start date June 1, 2010.*

### Application Process

Please go to our website at [Calhounisd.org](http://Calhounisd.org) and click on the Employment tab and complete an on-line application. Cover letters should be addressed to:

*Dr. Terance Lungler, Superintendent  
Calhoun Intermediate School District  
17111 G Drive North  
Marshall, MI 49068*

## CALHOUN ISD AT A GLANCE

- ❖ Established by Michigan legislative action in 1962
- ❖ CISD departments include:
  - Curriculum/Instruction/Assessment
  - General and Legislative Services
  - Special Education
  - Human Resources
  - Finance and Operations
  - Technology
  - Workforce Development
- ❖ Current fixed millage includes:
  - 4.5 mills for Special Education
  - 1.4538 mills for Vocational Education
  - .2519 mills for General Operating
- ❖ 2009-10 budget in excess of \$70,000,000
- ❖ Approximately 440 employees
- ❖ Provides educational services and support to 13 constituent districts and four public school academies
- ❖ Working relationships/partnerships with:
  - Barry and Branch ISDs
  - Kalamazoo Regional Educational Service Agency and Wayne Regional Educational Service Agency
  - Kellogg Community College, Western Michigan University, Albion College, and Olivet College
  - CISD also works closely with regional health and human service agencies, county government, chambers of commerce, and various business and industrial groups to further enhance the educational opportunities in the area
- ❖ In addition to the Gifford/Schultz Service Center located in Marshall, CISD off-site programs include:
  - Doris Klaussen Developmental Center in Battle Creek
  - Starr Commonwealth Educational Program in Albion
  - Calhoun County Juvenile Home Educational Program
  - Calhoun Area Career Center

