

**COVINGTON INDEPENDENT PUBLIC SCHOOL DISTRICT
POSITION VACANCY
FOR SCHOOL YEAR 2021-2022**

POSITION: EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND OPERATIONS

SCHOOL/PROGRAM: DISTRICT WIDE

DATE POSTED: JUNE 11, 2021

APPLICATION DEADLINE: JUNE 21, 2021

QUALIFICATIONS:

- BA in administration, educational leadership, or related fields
- MA / MS (preferred)
- At least five (5) years of successful field experience in Kentucky School Human Resources, or related field
- Five (5) years prior administrative/supervisory experience
- Educational Leadership (preferred)
- Professional in Kentucky School Human Resources or Senior Professional Human Resources certification
- Superintendent Certification (preferred)
- Pupil Personnel Certification (preferred)
- SBDM Training Certification (preferred)
- CDL Certified (preferred)

RESPONSIBLE TO: Superintendent of Schools

SUPERVISES: Supervisor of Facility & Grounds, Director of Transportation, Director of Pupil Personnel, Alternative Programs, and applicable Administrative Assistants

PERFORMANCE RESPONSIBILITIES:

- Coordinate the operation of the district Human Resources Office to include the following:
 - Organizes, plans, directs, and implements the District's human resources programs and activities including employment, compensation, employee relations, employee benefits, and employee assistance
 - Communicate with all building level and central office administrators regarding staffing patterns and measurement of staff needs by employee category, building and work site.
 - Develop policies and procedures relating to personnel.
 - Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
 - Implement all policies and procedures related to employee grievances and disputes.
 - Develop and implement a plan for recruitment and employment of all personnel.
 - Monitor and ensure all policies and procedures are followed during non-renewal and termination proceedings.
 - Ensure all employees are properly certified for positions that require certification.
 - Ensure that all vacant positions are properly posted and advertised.
 - Maintain an up-to-date application file for all candidates.
 - Ensure required criminal background checks are conducted.
 - Participate in new employee orientation at the start of each school year.
 - Supervise and evaluate the performance of all assigned personnel.
 - Develop job descriptions for classified and certified positions, as needed.
 - Work with the business office to ensure compliance with all wage and hour policies and compensation schedules.
 - Conduct pre-employment screening activities for all vacancies.
 - Work with the business office to administer employee benefit programs and services.

- Have knowledge of all rules, policies, procedures, and regulations related to certified and classified employees.
- Provide statistical and technical information and assistance to the Superintendent of Schools and/or the Board of Education relating to employee policies and personnel transactions.
- Implement all Affirmative Action/Equal Opportunity policies and procedures.
- Notify the LEA Coordinator for asbestos management of all new hires to the district.
- Directs the planning and construction of capital improvements for the district and supervises the facility planning staff and inspectors
- Complete and enter data into the FACPAC online system for the following school construction forms, BG-1 Project Application, Contract Summary, Purchase Order & Summary, Change Order Supplemental Information, BG-4 / BG-5 Contract Close-Out
- Provides leadership, direction and strategic, operational and financial planning to Custodial Services, General Maintenance, Renovations and Grounds departments, and special projects
- Develops processes to measure productivity, performance and effectiveness of programs and services; reviews processes continually to make decisions which optimize the effectiveness of services with available financial and human resources
- Serve as the District SBDM Coordinator for the district's central office and school councils and also as the liaison between the district and KDE
- Provide annual SBDM training for all council members and enter date into KDE portal
- Have an awareness and understanding of the following SBDM related topics: Open Records & Open Meetings Act, Student Free Speech & Religious Liberty Rights, Staffing Allocations, and Reporting Deadlines
- Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District
- Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules
- Assist with developing, monitoring and interpreting all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures
- Oversees Pupil Personnel director and Alternative School Principal

JOB GOAL:

- Organize, direct and implement district human resource programs. Provide leadership in developing and maintaining high standards in administrative service.
- Direct the planning and construction of capital improvement for the district and supervise the facility and grounds staff.
- Organizes, supervises, and delivers District transportation objectives to all students identified as transported by pupil attendance records. Requires communication skills to dialogue with parents, community representatives and the general public.
- Organizes, plan, direct, and serve as the school based decision making liaison between the district central office and the school councils in the district and serve as a liaison between the district and the Kentucky Department of Education.
- Provides administrative leadership for the Director of Pupil Personnel and the Alternative School Principal

CONTRACT: 235 Days

SALARY: Executive Director, based upon rank and experience

APPLICATION PROCESS:

- Complete the online application at: <https://covschools.tedk12.com/hire>.
- Please direct questions about the online application process to, Dawn Vancini, - Admin Asst., Certified Personnel – CO at dawn.vancini@covington.kyschools.us
- For information regarding the position contact: Alvin.Garrison@covington.kyschools.us
- All applications will be evaluated and screened