

# Sylvania Schools

## Executive Director of Human Capital

**Building:** Administration  
**Position:** Executive Director of Human Capital  
**WORK YEAR:** 229 Days

**Salary Range:** \$122,000 - \$130,000

### **Purpose of Position**

Under the general direction of the Superintendent, the Executive Director of Human Capital is responsible for planning, organizing, implementing, directing, and administering personnel services for certificated, classified, substitute personnel, and management employees. The position participates in negotiations with employee organizations, institutes related personnel policies, standard operating procedures; and develops and monitors a multifaceted budget. The position leads certificated and classified recruitment activities and provides assistance in recruiting and retaining highly qualified teachers, administrators and specialized certificated staff, including conducting recruitments for district level administrators. The Executive Director of Human Capital provides assistance and leadership to the school district on credentialing and assignment issues.

### **EXAMPLES OF DUTIES & RESPONSIBILITIES:**

- Commits to honoring the District's mission, vision, values, and goals
- Plans, directs, leads, manages, and coordinates all processes in the Department of Human Capital for the purpose of delivering services which conform to established guidelines
- Responsible for maintaining and administering an effective recruitment, selection, employment, transfer, workers' compensation, retention and separation program in accordance with the provisions of the Ohio Revised Code, Administrative Regulations, Board of Education and district's policies, procedures, regulations, and laws related to certificated, classified, supplemental and substitute personnel
- Collaborates with other agencies, such as districts, institutions of higher education, recruiting agencies, etc., for the purpose of recruitment and selection of employees, through job fairs, job boards, advertising of positions, etc.
- Collaborates with institutions of higher education for the purpose of advising on teacher and certificated administrator preparation programs, credentialing, internships, student teaching, and recruitment
- Provides advice and counsel to departments and school leadership related to areas of responsibility
- Participates in and assists with relevant staff development opportunities for the purpose of professional growth and ensuring the compliance of the department with current policies, procedures, rules, and regulations
- Assists with the selection, in-service training, mentoring, or assignment of teachers, principals, or other similar personnel involved in the instructional program
- Provides management and staff in-service training in all major program areas, as required/requested
- Develops strategies to resolve complex personnel operations and employee relations issues including mediation
- Provides leadership assistance to the Superintendent in all facets of the district's development, promotion, and implementation of the district's priorities, objectives, and improvement efforts.
- Attends meetings of the Board of Education and Superintendent's cabinet meetings to advise and make recommendations on matters relative to assigned areas of responsibility.
- Recommends employment, replacement, transfer, and dismissal of personnel in assigned areas of responsibility.
- Provides administrative and supervisory direction and evaluation of the job performance of assigned personnel.
- Assists the Superintendent in establishing, maintaining and coordinating required advisory committees.
- Keeps informed of all guidelines, requirements, and procedures for submitting State and Federal projects.
- Hires, trains, and evaluates certificated and classified personnel who fall under direct supervision.
- Responsible for the managing of the certificated employee seniority lists and maintains an in depth working knowledge and understanding of both collective bargaining agreements.
- Leads the evaluation process for all certificated and classified employees and provide necessary training to supervisors on the Ohio Evaluation System (eTPES and OTES)

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- Assists with the reduction-in-force processes, but not limited to, providing information, analyzing data, preparing notices, notifying employees, and assisting in negotiating the effects, as appropriate

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### **EXAMPLES OF DUTIES & RESPONSIBILITIES (continued):**

- Performs specialized personnel research and performs other related studies as requested (e.g. classification studies, desk audits, job descriptions, and compensation studies)
- Manages the employee records retention system in conjunction with established industry practices and in compliance with regulations
- Delegates responsibility, when appropriate to other personnel/staff for the purpose of managing the workload more efficiently
- Participates in the development of long and short range plans, and staffing projections
- Maintains current knowledge of state laws, court decisions, and other litigation relevant to all areas of personnel and employee relations; attends legal seminars, professional development training, and professional support organization meetings as needed
- Performs actions, investigations, and makes recommendations to the superintendent on matters related to employee transfer, promotion, salary placement, leave of absence, suspension, termination, extra duty contracts, substitutes, risk management (i.e. workers' compensation), and retirement from service
- Organizes negotiations with certificated and classified bargaining units, and interprets negotiated agreements to Administrative staff, including grievance and complaint handling, prepares all documentation for the superintendent, negotiation teams, and the Board
- Evaluates and supervises the performance of all staff in the department
- Develops and recommends relevant policies and procedures for review and administers same upon adoption by the Board of Education
- Attends professional meetings, conferences, and training.
- Provides expertise, administrative guidance and support to central office, principals, support personnel, and a variety of district and educational community members

Serves as an administrative representative on the Local Professional Development Committee.

- Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

### **KNOWLEDGE OF:**

- Distinguished ability to demonstrate consistent support for and alignment with the mission, vision, and goals of the district
- Thorough working knowledge of leadership, organization, supervision and management practices, effective leadership and instructional techniques, including "servant leadership," research, and principles; knowledge of current theories, practices, and techniques in modern public human resources administration; knowledge of laws and regulations related to human resources
- Expert in local, state, and federal policies relevant to the position
- Strong capacity to develop, implement, and manage processes relevant to the effectiveness, efficiency, and consistency of the department while using data to inform decisions and recommendations
- Superior knowledge and experience in interest-based negotiations, problem solving and conflict resolution techniques; staff development, recruitment, selection, and evaluation budget development, management, basic research and statistical methods as applied to treatment of salary and benefits data laws and regulations relating to basic school district operations and human resources; mediation, grievance protocols, and legal issues regarding collective bargaining and unfair labor practices
- High expectations with polished work production and service-related work outcomes, intricate attention to details relative to organizational planning, system and process development, full-scale process implementation with fidelity and consistent and measurable progress monitoring
- Exceptional ability to facilitate change in others by utilizing effective communication, staff development, and group process techniques. In working with others, problem solving is required to analyze issues and data, create plans of action and reach solutions.
- The position requires advanced professional knowledge of theories, concepts, principles, and practices in leadership, personnel, and education administration.
- Requires in- depth knowledge of national, state and District educational goals and standards and administration of District policies, local, state and federal laws pertinent to schools.
- Requires in-depth knowledge of the most recent research and proven best practices in closing achievement gaps and meeting the diverse needs and styles of students.
- Requires well-developed skills to use a computer, common office productivity applications and specialized software used in education and research environments.

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### **KNOWLEDGE OF (continued):**

- Requires knowledge of budget and financial controls and well-developed skills to understand financial statements, statistics and non-parametric data relationships.
- Requires advanced human relations skills sufficient to conduct formal presentations to large and diverse audiences, to facilitate executive and management-level group action planning, external relations, conflict resolution, performance appraisal and facilitate in-service education.
- Requires advanced language and writing skills to develop complex business plans, goals and objectives and make formal presentations.
- Requires the ability to work with other departments and team leaders.
- Organizational and leadership skills to supervise, evaluate and set high standards for assigned staff

### **ABILITY TO:**

- Perform all of the duties of the job that support its objectives.
- Plan, prioritize, and assign work in order to meet yearly schedules and timelines.
- Learn and apply pertinent legislation, regulations and District requirements for performance
- Lead and work with school improvement initiatives for narrowing student achievement gaps and improving overall achievement.
- Write complex reports and program materials.
- Solve complex problems where trade-offs and risks are involved, confrontations exist and the status of staff and students can be impacted.
- Manage staff toward measurable performance outcomes.
- Interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting. May require the ability to communicate in a second language.
- Independently plan, organize, prioritize and maintain responsibility for complex and technical work processes in a high volume environment in order to meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with others
- Maintain the security of confidential materials and information, and work with discretion
- Understand and follow oral and written directions
- Speak, read, write and use the English language properly
- Use critical thinking when diagnosing problems
- Maintain reliable and punctual attendance

### **PHYSICAL ABILITIES:**

- Visual capability to read handwritten or typed documents and to perform duties
- Hearing and speaking to exchange information in person and over the phone
- Able to sit, stand, and walk for extended periods
- Dexterity of hands and fingers to operate computer keyboard at an advanced rate and use modern office equipment
- Able to reach from overhead, waist level, ground level and horizontally to retrieve and store files and supplies
- Able to lift light objects, usually 10 pounds or less; occasionally up to 25 pounds

### **REQUIRED CREDENTIALS, EDUCATION, EXPERIENCE & PERSONAL QUALIFICATIONS:**

- Bachelors Degree in Human Resource Management, Organizational Development or Elementary/Secondary Education
- Valid Teaching and/or Administrative License preferred
- Master's Degree in Administration or related field or equivalent
- Previous high school administration or other principalship experience
- Experience in public relations with adults, staff and other community leaders and agencies
- Strong organizational and decision-making ability
- Work cooperatively with other management staff to achieve district goals and objective
- A sound philosophy of education leadership based on strong character
- Previous district level experience preferred

## **Sylvania Schools Executive Director of Human Capital**

Comprehensive benefit package, which includes health, vision, dental and life insurance.

Leads a department of five that works to facilitate our district's vision, mission and investment in our Human Capital.

Please apply online at [www.sylvaniaschools.org](http://www.sylvaniaschools.org). Deadline for applications is 12/10/2021.