

Position Assistant Superintendent of Operations/Chief Human Resource Officer

School Corporation
South Bend Community School Corporation

Job Description

Essential Duties & Responsibilities:

Bring an Equity focused lens to Human Resources and Transportation. Align operational effectiveness and efficiency with District strategic priorities which lead to student learning outcomes for ALL students.

Human Resources:

1. Cast and implement a vision of Human Capital aligned to HRCI competencies.
2. Oversees all functions of Human Resources, including talent recruitment, HRIS functions, salary schedule, job description and maintenance for the district.
3. Build relationships with and maintain open lines of communications with leaders of all employee groups. Monitor the discussion and negotiation efforts of all collective bargaining units recognized by the Board of School Trustees.
4. Coordinate the processing of all employee grievances and process grievances from certified and non-certified employees pursuant to Board policy.
5. Establish effective procedures and criteria for the recruitment, interviewing, selection, and recommendation of substitute teachers, with the cooperation and assistance of staff.
6. Oversee policy and regulations in the hiring, suspension, and/or termination of employees.
7. Assess and lead the professional development of all human resource personnel.
7. Conduct ongoing research to increase the effectiveness of Human Resources, make recommendations, and track best practice changes.
8. Direct principals and other administrators on staffing needs and coordinate with Directors of Student Learning and Finance.
9. Responsible for overseeing the design and implementation of health, wellness, welfare, and retirement plans; ensure consistency of processes through collaboration with Human Resource associates: ensure plans are effective in terms of attracting and retaining top-tier diverse talent.
10. Take responsibility for the friendly, efficient and effective operation of the Human Resources Department within approved budget appropriations as adopted by the Board of School Trustees.
11. Be knowledgeable of all federal, state, and local laws which affect district personnel.
12. Direct lead, analyze and make recommendations for a yearly Talent Engagement Survey and all exit surveys.
13. Attend regular meetings of the Board of School Trustees and reports, at the direction of the superintendent, on all items requested.
14. Perform other duties as assigned by the Superintendent.

Transportation:

1. Direct all daily transportation services, systems, communications, and personnel. 2. Direct safe and efficient operations of buses, drivers, paraprofessionals, and riders.
2. Communicate and collaborate effectively with external and internal entities, including departmental personnel, parents, school administrators, media, and all district leadership.
3. Oversee Transportation Director, Assistant Director, and Direct Routing, Training, and Safety Supervisors, and Mechanic Leadership.
4. Develop and support a strong professional leadership environment between all supervisors, with scheduled performance reviews and evaluation of job expectations and deliverables.
5. Work collaboratively with administrative and instructional staff to assess operational and program needs and effectiveness.
6. Compliance with all district policy and procedures and manage the operation within the budgetary plan for the district.

Experience Required

Education and Experience:

Preferred experience in personnel management, in a school system and at least five (5) years of total successful school-based certified experience. Bachelor's degree at minimum. A comparable amount of training and experience may be substituted for the minimum qualifications. SHRM-SCP, SPHR, be efficiency minded.

Preferred Qualification: Advanced professional, terminal degree preferred. A valid Indiana Administrator's License and valid teaching license and/or classroom teaching experience are preferred.

How to apply

Applications are available through <https://sb.tedk12.com/hire/ViewJob.aspx?JobID=1972>

Position Start Date

As soon as possible

Application Deadline

June 1, 2022

Contact Information Dr. Todd Cummings, Superintendent

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