

Crete Public Schools Job Description

Position Title: Executive Director of Talent and Operations

Job ID #

Assignment: Crete Public Schools Administration Office

Reports to: Superintendent

Supervises: Director of Technology
Director of Buildings and Grounds

Contract: 260 Days

Purpose:

Reporting directly to the Superintendent, the Executive Director of Talent and Operations sets the strategic vision and direction for the District's human resources, information technology, facilities, and district safety programs. This person is the leader, spokesperson, and resident expert on recruitment and retention of staff, information technology, facilities, and safety. The executive director works to create authentic partnerships between the district office and schools that ensure closer alignment of district resources with school needs, to implement staffing plans for the district that ensure effective teaching in every classroom all while being fiscally responsible, and to create conditions that ensure the systemic improvement in assigned areas.

Essential Functions:

1. Human Resources

- a. Assumes leadership for development and revision of personnel policies and regulations.
- b. Develops and maintains appropriate procedures for recruitment, selection, assignment, evaluation and termination of personnel. Assists the Superintendent in the final decision regarding employment. Prepares recommendations for the Superintendent's submission to the Board of Education.
- c. Plans, develops and administers staff record-keeping programs and procedures concerning certification, seniority, longevity, tenure, benefits and attendance.
- d. Develops job descriptions for new positions and assists in the review and revision of existing positions and their respective job descriptions.
- e. Administers and interprets the provisions of negotiated agreements and handbooks within the district. Supervises the processing of all contractual grievances.
- f. Remains abreast of governmental statutes, rules and regulations pertaining to personnel administration and ensures compliance.
- g. Recruits, approves and maintains lists of per diem substitutes, as needs dictate, for the instructional and non-instructional staffs.
- h. Prepares and distributes district staff vacancy notices and advertisements for the purpose of soliciting applications.

- i. Recommends to the Superintendent of Schools employee step placement on salary schedules; advises school district business office of approved salary adjustments; verifies all claims for change in step or column on salary schedules, previous employment certification, graduate credit, longevity, and tenure.
2. Information Technology
 - a. Provides leadership and ensures ongoing communication with the Director of Technology, administrators, teachers, and other appropriate staff to ensure appropriate use and application of technology throughout the district.
 - b. Develops in cooperation with the Director of Technology, a formal district-wide program that infuses Technology into the systems and process of the district in a seamless manner.
 - c. Provides guidance and leadership to ensure the proper administration of the District Technology Plan.
 - d. In cooperation with the District Technology Director, provides direction and leadership in implementing and updating of the District Technology Plan.
 - e. Develops the District technology budget.
3. Facilities, Safety, and Transportation
 - a. Provides leadership to the Director of Maintenance to ensure preventative maintenance and renovation programs for buildings, grounds, mechanical, and electrical are developed and implemented.
 - b. Develops facilities budget and oversees processes including procurement, Requests for Proposal, purchase orders, and reimbursements; verifies the accuracy and accountability for compliance of all facility related local, state and federal fiscal revenues and expenditures.
 - c. Serves as administrator responsible for the District safety program and meeting physical ADA compliance standards, works closely with staff to meet federal and state requirements, and comply with district policies.
 - d. Provides leadership to the Director of Maintenance to ensure updated and accurate records of inventory, maintenance schedules, inspections, and other related matters in accordance with federal and state regulations and district policy are in order.
 - e. Maintains current knowledge of federal and state regulations and district policy related to transportation of staff and passengers on school buses and district vehicles.
 - f. Maintains a positive and working relationship with the District's third-party transportation provider.
 - g. Establishes and executes procedures to ensure the safest possible school bus operation compliant with federal and state regulations and district policy.
 - h. Establishes preschool and special education bus routes in the most effective manner to transport students to school and activities in the most efficient manner possible.
 - i. Develops and manages transportation budget including procurement, Requests for Proposal, purchase orders, and reimbursements; verifies the accuracy and

accountability for compliance of all local, state and federal fiscal revenues and expenditures.

Other Responsibilities

1. Performs other duties as assigned.

Position Requirements:

1. Master Degree in Education (Doctorate Preferred), including Nebraska Administrative Certification or position related degree/certification (MBA, Human Resource Management, etc.).
2. Excellent written and oral communication skills required.
3. Excellent critical thinking and problem-solving skills.
4. Excellent interpersonal skills, ability to establish trust and rapport with students, parents, staff, and community.

Working Conditions:

1. 1. Inside Outside Both X
2. Climatic Environment: Supervision and moving about grounds and activities will require exposure to weather conditions.
3. Hazards: Those associated with supervision, public speaking.
4. Mental Demands: Ability to work under pressure and to meet deadlines. Ability to work under stressful conditions in relation to the supervision of staff and dealing with parental/student concerns.
5. Physical Demands: Ability to work at a desk/computer for extended periods of time (3 hours or more without a break). Ability to lift and carry 15-25 pounds occasionally.