

TITLE: Chief Human Resources Officer

REPORTS TO: Superintendent

EFFECTIVE DATE OF EMPLOYMENT: As soon as possible after posting period closes

TERMS OF EMPLOYMENT: 12-month position

SALARY: \$95,000 - \$125,000 Annualized (Commensurate with Experience)

ABOUT LOWELL PUBLIC SCHOOLS:

The Lowell Public Schools (LPS) is one of the largest districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. LPS has a dedicated school community committed to serving our students and families. The Lowell Public School System provides an inspiring, engaging and empowering education by creating the "Pillars of Urban Excellence" to support and drive its vision:

- The Limitless Potential of all Teachers and Students
- School Cultures that are Welcoming, Respectful, Safe, and Healthy
- Collaborative, Professional Growth of Educators Throughout their Careers
- Partnerships with Schools, Families, and the Community
- Equity and Transparency in all our Actions and Interactions

Our school traditions and activities are enjoyed not only by our students, but by the community as well. Our Students enjoy: Field Trips, Celebrations, Student Assemblies, Science Fair, Reading and Writing Events, Family Nights, Special Recognition Events, Civic and Social Justice Activities, Knowledge Bowl, Athletic Activities, Extended Day Programs and more. We provide many parent/guardian engagement activities and meetings. We encourage parents/guardians to participate.

POSITION SUMMARY:

Chief Human Resources Officer (CHRO) reports directly to the Superintendent and has oversight of the District's strategic talent acquisition **and** talent management priorities which includes, but are not limited to:

- Developing a district-wide Diversity, Equity and Inclusion plan that is able to attract, recruit, hire, develop and retain high performing teams who are responsive to the varying needs of a diverse and multicultural student population and their families.
- Aggressively develop and implement a comprehensive, long range recruitment plan to attract a more diverse candidate pool in collaboration with principals and K-12 administrators
- Planning, organizing, administering, and monitoring of the entire human resource administrative program- Strategic staffing, HRIS, compliance, training, policies, employee relations.
- Developing, implementing and maintaining a fair and equitable employee compensation policy and system. Monitors and reviews current personnel policies, job classifications, salary structures.
- Implementing an objective, fair and legally defensible disciplinary system and termination process.
- Business partner and consultant to the Superintendent, Assistant Superintendents, Department Heads/Principals, School Committee and Union.

The Chief of Human Resources may be assigned leadership responsibilities for additional programs or departments at the discretion of the Superintendent.

DUTIES AND RESPONSIBILITIES:

LEGAL ADVISEMENT AND COMPLIANCE

- Oversight of DESE licensure requirements to ensure highly qualified status of staff.
- Ensure compliance guidance with FMLA, Small Necessities Leave Act, ADA, EEO, FLSA and MGL's. Remains current with upcoming legislative changes.
- **Provide training on human resources topics and regulation updates** to HR staff, department heads and building leaders across the district including annual compliance training for anti-harassment, ethics compliance, performance management, etc..
- Develop **evaluation tools and policies** for all employees with emphasis on those that are currently not in place.

STRATEGIC STAFFING & RECRUITMENT

- Oversight of the district's recruiting, hiring and retention efforts in partnership with school and district leaders as well as community stakeholders.
- Responsible for **reporting data pertaining to human capital** to various audiences including Assistant Superintendents, School Committees, DESE and staff.
- Formalize **onboarding, off boarding and succession** planning policies.

EMPLOYEE & LABOR RELATIONS

- Oversight and mastery of all district staff changes ranging from hiring, leaves of absence, termination, non-renewal, resignation, FMLAs, etc...
- Oversight of HR functions including unemployment hearings, civil rights compliance, CORIs, workman compensations claims, etc.
- Coordinate and develop staff activities and professional development on employment law topics including orientation sessions, substitute workshops, etc.
- Assist in Collective Bargaining, investigations and other high- level HR functions.
- Responsible for extensive participation in labor relations including maintaining dialogue with collective bargaining units, grievances, arbitration, negotiations and communications between the District and the collective bargaining units.

ADMINISTRATIVE

- Assists in **state and federal audits** pertaining to personnel.
- Coordinates and reconciles staff change data with the payroll department;
- Work with other department heads to **develop workflow and processes** to ensure efficient and timely data and communications with both internal and external groups.
- Improve current **Human Resource Information Systems** to better coordinate and consolidate between database systems.
- Participate and coordinate staff roster verification with school leaders and Assistant.
- Develops and maintains yearly seniority lists and temporary staff lists.

- Attend meetings as necessary (including School Committee, city or DESE related). Serve as administrative representative to the Personnel Subcommittee.
- Additional duties may include projects assigned by the Superintendent.

PROFESSIONAL QUALIFICATIONS:

- Applicant **must possess** an advanced degree, Master's preferred, from an accredited college or university in business administration, personnel management or other related discipline.
- 10+ years rising Human Resources leadership experience in one of the following **required**: school administration, personnel/human resources management, public or business administration
- Experience working with the Massachusetts Department of Elementary and Secondary Education (DESE) as it pertains to licensure, highly qualified staff, and personnel regulations **desirable**.
- Applicant **must have** strong organizational and consulting skills for communicating effectively with members of the internal and external school community, including those from varied racial, ethnic, cultural and linguistic backgrounds.
- Applicant **must have** extensive and proven success in high volume full-life cycle recruitment and hiring.
- Applicant **must have** the ability to speak and write with precision and accuracy in order to communicate effectively.
- Applicant **must have** experience in data management and statistical analysis.
- Applicant **must have** demonstrated ability to make decisions in a fast-paced environment.