



ANDOVER SCHOOL COMMITTEE

SC ROOM Key: *I.O.* = Information Only; *A.R.* = Action Request

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THURSDAY, SEPTEMBER 23, 2021
SCHOOL COMMITTEE CONFERENCE ROOM

** Please note that public comment – either during the Public Input agenda item or on specific agenda topics – should follow School Committee [policy BEDH](#) *Public Comment at School Committee Meetings* and [policy BEDH-E](#) *Guidelines for Public Comment*, including limiting remarks to 3 minutes.**

I. School Committee Meeting – Call to Order **6:00 PM**

II. Executive Session

Motion and vote to meet in executive session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for the following purpose: Purpose (3) to discuss strategy with respect to litigation with Fusion Academy because an open session may have a detrimental effect on the litigating position of the Committee. The Committee will reconvene in regular session at approximately 7:00PM.

III. Resume Regular Meeting **7:00 PM**

A. Call to Order/Moment of Silence/Salute to Flag

B. New Business

A.R.

1. Human Resources Department Restructure
2. Human Resources Director Title Change

C. Adjournment

The School Committee intends to hold in-person meetings when practical in accordance with evolving health and safety regulations. Members of the public who attend School Committee meetings in person must wear a mask in compliance with School Committee policy [EBCFA Face Coverings](#).

This is the SC posted agenda for the upcoming meeting to the best of our knowledge at the time of posting; however, other agenda items may arise; therefore, the SC reserves the right to discuss additional items if merited.

The mission of the Andover Public Schools, in partnership with the entire Andover community, is to educate by engaging and inspiring, students to develop as self-reliant, responsible citizens who are thinkers, problem solvers, and contributors prepared to participate in an evolving global society.

Executive Director for Human Resources
Andover Public Schools

Definition:

Under the direction of the Superintendent of Schools and working collaboratively with school administrators and human resource staff, assist with a wide variety of management responsibilities including labor relations, contract administration, and personnel management.

Essential Functions:

- Directs and administers all human resource functions for School personnel, included, but not limited to: recruitment, , state and federal regulation compliance, wage and salary administration, job classifications and position revisions, collective bargaining negotiation and administration, policy administration, grievance procedure administration, staff training, and performance evaluations programs.
- Provide labor relations support to School leadership teams; perform in-depth research for collective bargaining proposals; research practices in other communities and help draft bargaining proposals; attend bargaining sessions and maintain records of the proceedings; and produce new agreements at the end of bargaining.
- Oversee classification and compensation programs for the schools.
- Establish and lead the standard recruiting, hiring, and assessment practices for the School Department.
- Administer annual and biannual responsibilities outlined in contractual agreements, such as producing annual seniority reports, bi-annual monitoring of teacher licensing, bi-annual approval of teacher track changes, approving and monitoring teacher tuition reimbursement, and other related activities.
- Monitor and support staff evaluation procedures, provide professional development in evaluation protocols and methods, provide notifications of timelines, ensure compliance with evaluation requirements, and compile data on evaluation completion and efficacy.
- Serve as the Title IX Compliance Officer and Grievance Officer in support of the nondiscrimination and harassment prevention policies.
- Address personnel issues for the School and serve as the subject matter expert on personnel matters including progressive discipline and performance improvement plans when necessary.
- In consultation with the IT department and human resource staff, analyze software solutions designed to meet the department's needs to promote state of the art human resource practices. Oversee software application and implementation and upgrades. Troubleshoot and resolve system errors; verify system back-up schedules and procedures.

- Mediate employee disputes; work to improve communication within schools; provide advice and counsel to School Administrators on a wide variety of topics.
- In consultation with the IT and human resource staff, analyze software solutions designed to meet the department's needs to promote state of the art human resource practices. Oversee software application implementation and upgrades. Troubleshoot and resolve system errors; verify system back-up schedules and procedures.
- Act as the school department's Affirmative Action Officer. Update AA Plan; monitor and encourage diverse hires throughout the organization; oversee recruitment processes and advertisement practices to ensure diverse audiences; attend Massachusetts Partnership for Diversity in Education meetings and activities.
- Administer workers' compensation and ensures that safety practices are being followed throughout the school worksites.
- Work collaboratively with the human resource staff and supervisors and managers throughout the schools, provide effective and thoughtful resolutions to organizational issues that impact employees. Assess the climate for effective performance, training and development needs; promote a culture of employee engagement; attend to employee relations and organizational structure as it effects employee motivation and interdepartmental relations; makes recommendations for optimizing human resources.
- Develops and monitors the human resource annual budget.
- Ensure the accuracy and accessibility of personnel records. Maintains and disposes of other departmental records in accordance with Massachusetts Public Records Laws.
- Ensure the efficient and effective operation of the Human Resource Office supervision of staff, and state of the art human resource practices.
- Performs all other related duties as assigned.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Human Resources and/or Public Administration, Master's Degree strongly preferred. Five to seven (5-7) years of related human resource experience preferably in a school setting; or any equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

Substantial knowledge of Human Resources and school personnel administration, concepts and best practices.

Knowledge of Massachusetts General Laws and federal laws, as they pertain to labor relations and collective bargaining, the rights of employees and teacher licensing.

Significant understanding and knowledge of human resource functions and human resource software products.

Knowledge of contemporary business software and customized municipal and human resource applications; must have expertise in Microsoft Office and knowledge of MUNIS strongly preferred. Must have sufficient experience with a variety of software programs to handle report writing and generation, and data warehousing.

Ability to provide guidance and facilitation on personnel issues requiring legal processes and procedures.

Ability to communicate effectively orally and in writing, to work independently, and to give presentations; ability to establish positive employee relations; and to interact with a wide variety internal customers and external vendors.

Ability to exercise a high degree of diplomacy and judgment, to policy directives and to work with all levels of the organization, i.e., elected boards, school administrators, and front-line staff, as well as legal counsel, union representatives, consultants, community leaders and the general public. Excellent customer service and interpersonal skills.

Planning, management, organizational, supervisory and leadership skills.

Ability to supervise and coach members of the human resource team.

Ability to identify goals and objectives and organize workload, and the ability to recognize organizational priorities and work cooperatively with multiple stakeholders to accomplish goals and objectives within strict deadlines.

Ability to administer and interpret regulations, policies and procedures firmly, tactfully and impartially.

Ability to multi-task effectively and work within time lines.

Remain current through membership in Massachusetts Association of School Personnel Administrators; attend meetings as schedule permits.

Commitment to hiring and retaining a diverse staff and the ability to inform stakeholders of the best practices in this area. Represent Andover Public Schools at the Massachusetts Partnership for Diversity in Education meeting and events.

Ability to maintain records and prioritize tasks.

Supervision:

Supervise human resource team.

Physical Requirements:

May spend extended periods of time at workstations performing tasks requiring eye-hand coordination, finger dexterity and viewing computer screens.

May require some modest physical effort such standing for periods of time, walking and climbing stairs.

May require occasional night or weekend work.

Requires a driver's license to attend monthly association meetings as necessary.

FLSA Status: Exempt

ASSISTANT DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under the direction of the Human Resources Executive Director and working collaboratively with human resource staff, assist with a wide variety of management responsibilities, including labor relations, collective bargaining and personnel management. Reports directly to the Human Resources Executive Director.

ESSENTIAL FUNCTIONS

- Provide labor relations support to the School leadership teams; perform in-depth research for collective bargaining proposals; research practices in other communities and help draft bargaining proposals; attend bargaining sessions and maintain records of the proceedings; and produce new agreements at the end of bargaining.
- Provide support in the area of administration of collective bargaining agreements. Hold grievance hearings and determine outcomes. Refer grievances on in a timely fashion as prescribed by the collective bargaining agreements.
- Administer annual and biannual responsibilities outlined in the contractual agreements, such as producing annual seniority reports, bi-annual monitoring of teacher licensing, bi-annual approval of teacher track changes, approving and monitoring teacher tuition reimbursement and other related activities.
- In consultation with the IT and human resources staff, analyze software solutions designed to meet the department's needs to promote state of the art human resources practices. Oversee software application implementation and upgrades. Troubleshoot and resolve system errors; verify system back-up schedules and procedures.
- Act as the school department's Affirmative Action Officer. Update AA Plan; monitor and encourage diverse hires throughout the organization; oversee recruitment processes and advertisement practices to ensure diverse audiences; attend Massachusetts Partnership for Diversity in Education meetings and activities.
- Ensure the accuracy and accessibility of personnel records.
- Work collaboratively with the Human Resources Executive Director to ensure efficient and effective operation of the Human Resources Department, supervision of staff, and state of the art human resource practices.
- In the absence of the Human Resources Executive Director, assume duties of the director, including the assignment of internal work to staff and attendance in various forums where the director's presence is requested. Provide supervision and training to office staff as requested by the director.
- Perform all other related duties as assigned.

MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

- Ability to recognize organizational priorities and work cooperatively with multiple stakeholders to accomplish goals and objectives.
- Significant understanding and knowledge of human resource functions and human resource software products.
- Significant understanding of labor relations, collective bargaining agreements, and contract negotiations.
- Ability to provide guidance and facilitation on personnel issues requiring legal processes and procedures.
- Understanding of school administration, specifically statutorily required staff and student record keeping and reporting requirements.
- Knowledge of contemporary business software and customized municipal and human resource applications; must have expertise in Microsoft Office, and knowledge of MUNIS strongly preferred. Must have sufficient experience with a variety of software programs to handle report writing and generation, and database warehousing.
- Ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations.
- Ability to communicate effectively both verbally and in writing; to establish positive employee relations for the organization; and to interact effectively with a wide variety of internal customers and external vendors.
- Planning, management, organizational, supervisory and leadership skills.
- Knowledge of educational administration including teacher licensing, state reporting, teacher evaluation regulations, and relevant state regulations.
- Ability to prioritize multiple tasks and deal effectively with interruptions.
- Ability to perform detailed work accurately and efficiently within strict deadlines.
- Commitment to hiring and retaining a diverse staff and the ability to inform stakeholders of best practices in this area.

Education and Experience

Duties require Bachelor's degree in human resources, business administration, or related field; Master's Degree preferred; 5-7 years of progressively responsible experience in human resources; or any equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITY

None

PHYSICAL ELEMENTS

- May spend extended periods at workstations performing tasks requiring eye-hand coordination, finger dexterity and viewing computer screens.
- Requires varying degrees of physical effort including occasional time spent standing, walking, climbing or sustaining uncomfortable positions while connecting or wiring equipment. Also may involve moderate moving, lifting and carrying of equipment such as computers and printers.
- May require occasional night or weekend work.
- Requires a driver's license to attend professional association and other meetings as necessary.

FLSA Status: Exempt