

Superintendent's Update

- Spring Activities!
- [COVID Check-In](#)
- FY23 Hiring
 - Difficult hiring market – want to start the process as early as possible
 - When budget is secure we would begin in February
 - Continue interim Curriculum & Inst. Tech and HS Dean
 - This year's timeline
 - April 13 (Open) – May 4th(Close) First Round of Postings
 - May 4th (Open) – May 18th (Close) Second Round of Posting
- Central Office Support Staff Reorganization

Central Office Administrative Support Reorganization

- Risk management
 - Legal
 - Financial Internal Controls
- Provide school and department support that matches the quality of the program
- Improve parent and school customer service and outcomes
- Improve efficiency to better manage workflow and timely completion of deliverables
- Implement a sustainable system that supports the work to be managed, builds in redundancy, and can withstand personnel changes



Current Positions Eliminated

- 1.0 HR Admin Asst. /Rentals
- .5 Super's Admin Asst.
- .5 Special Ed Admin Asst.
- 1.0 Special Ed Admin Asst.
- 1.0 Athletics Admin

New Positions

- 1.0 HR Manager
- 1.0 Operations Admin. Asst.
- 1.0 Central Office Admin Asst.
- 1.0 Asst. Special Ed Admin
- .5 Payroll & Purchasing Clerk



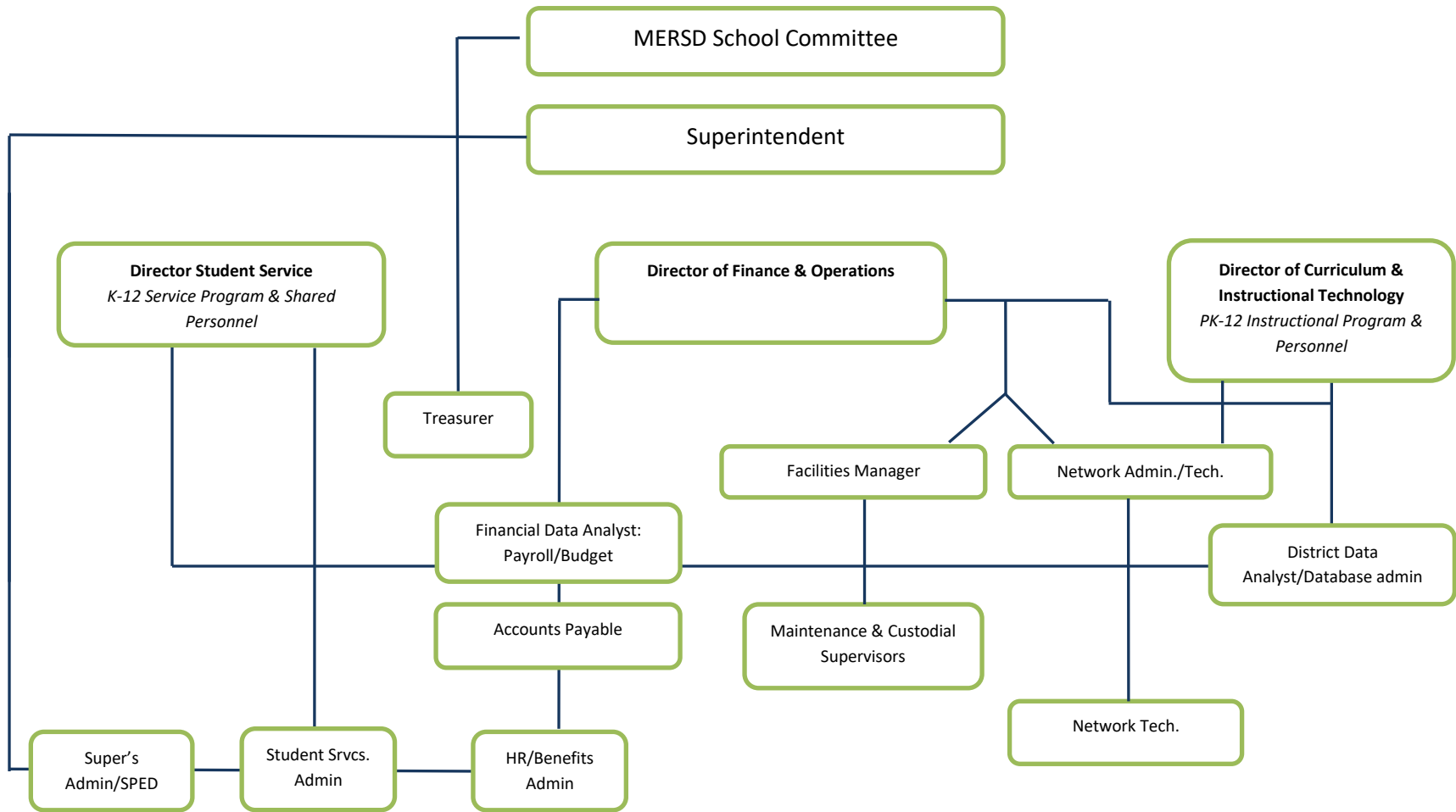
Key Changes

- HR Administrative Assistant to HR Manager
 - Degreed/Certified HR professional
- Reorganization consolidates and groups like functions together for improved efficiency and workload balance
- Required skill sets
 - Role specific education/certification/experience where applicable
 - Advanced technology skills
 - Customer service focus
- Clearly defined reporting structure and responsibilities

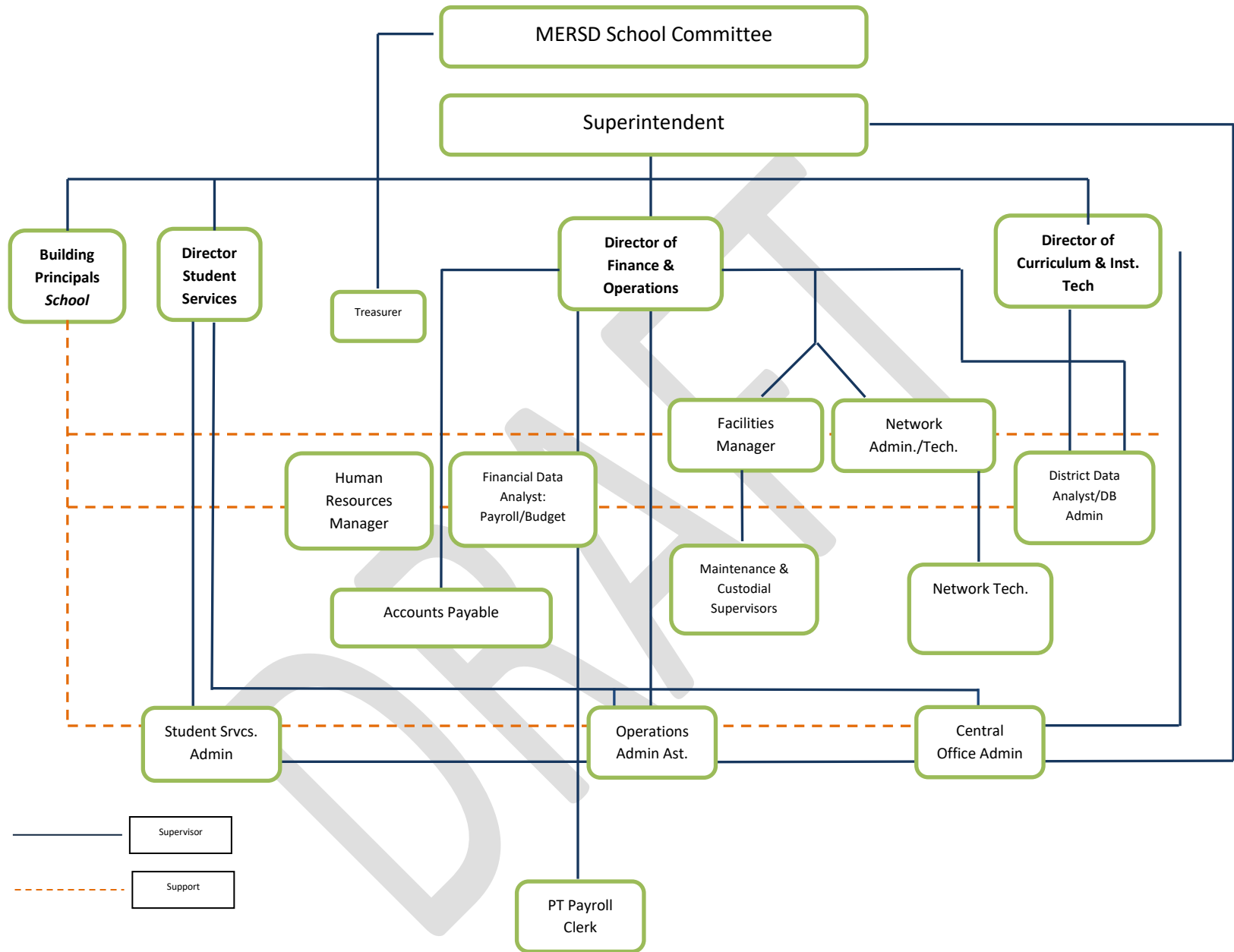


CURRENT			PROPOSED		
Role	FTE	Budget	Role	FTE	Budget
Financial Analyst: Budget	1.0	\$88,843	Financial Analyst: Budget	1.0	\$88,843
Accounts Payable/Receivable	0.93	\$65,917	HR Manager	1.0	\$85,000
Treasurer	0.20	\$28,116	Accounts Payable/Receivable	0.93	\$65,917
HR Admin Asst. /Rentals	1.0	\$71,261	Treasurer	0.20	\$14,252
Super's Admin Asst.	0.5	\$35,630	Operations Admin. Asst.	1.0	\$50,000
Special Ed Admin Asst.	0.5	\$35,630	Central Office Admin Asst.	1.0	\$50,000
Special Ed Admin Asst.	1.0	\$71,261	Special Ed Admin	1.0	\$70,000
Athletics Admin Asst.	1.0	\$60,558	Payroll & Purchasing Clerk	0.5	\$27,500
	6.2	\$457,216		6.6	\$451,512

MERSD Central Office Support Organizational Chart



MERSD Central Office Support Staff Organizational Chart



Human Resources Manager

Job Summary:

The Human Resource Manager oversees the daily workflow and directs the routine functions of the Human Resources (HR) department including recruitment and onboarding, administering benefits, and leave, and enforcing company policies and practices.

Duties/Responsibilities:

- **Hiring & Talent Management**
 - Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
 - Develop and implement an organization structure to guide hiring practices in alignment with industry standards.
 - Supports the efforts of Principals and Directors in the hiring of qualified job applicants for open positions.
 - Conducts or acquires background checks and employee eligibility verifications.

- **Licensure**
 - Serves as liaison for Manchester Essex Regional Schools and Department of Elementary and Secondary Education
 - Composes and submits district documents associated with licensure

- **On-boarding/ Off-Boarding**
 - Oversees on-boarding and off-boarding workflow.
 - Implements new hire orientation and employee recognition programs.
 - Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
 - Organizes exit interviews

- **HR Record Management**
 - Maintains the integrity and confidentiality of human resource files and records.
 - Maintains accurate and up-to-date human resource files, records, and documentation
 - Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and evaluations. This may include safety training, mandated and anti-harassment training, professional licensure, and licensure exams and certifications.
 - Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

- **HR Communications**
 - Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.

Manchester Essex Regional School District

- Assists with planning and execution of special events such as benefits enrollment and education, organization-wide meetings, employee recognition events, recruitment fairs, and wellness campaigns.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- **Benefits & Leave Management**
 - Creates learning and development programs and initiatives that provide internal development opportunities for employees.
 - Provides support and guidance to Principal and Directors when complex, specialized, and sensitive questions and issues arise.
- **Unemployment & Workers Compensation**
- **Compliance & Civil Rights**
 - Creates learning and development programs and initiatives that provide internal development opportunities for employees.
 - Assists the Coordinator for Non-Discrimination Compliance and employee meetings and investigations.
 - Recommends best practices; reviews policies and practices to maintain compliance.
 - Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
 - Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with current management software (AESOP, Aspen, Schoolspring, and Vector) or the ability to quickly learn the organization's HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource experience required - HR management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

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Central Office Administrative Assistant

Job Summary:

The Central Office Administrative Assistant supports the Superintendent, Director of Operations & Finance, Director of Student Services, and the Director of Curriculum & Instructional Technology by providing efficient and customer services orientated day-to-day management of the Central Office and by providing support by performing a variety of clerical and administrative tasks as well as cross-training to provide back-up support for Student Services critical functions.

Duties/Responsibilities:

- Serves as the Office Manager oversees the daily workflow of the departments within Central Office
 - Serves as the Office Manager and oversees the daily workflow of the departments within Central Office
 - Facilitates information gathering and document production in response to FOIA requests
 - Coordinates the production of the Annual Report, Budget Book and program promotion materials.
 - Maintains filing content systems as assigned.
 - Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
 - Responds to and resolves administrative inquiries and questions.
 - Supports constituent correspondence
 - Maintains office supplies and coordinates maintenance of office equipment.
 - Maintains budgets including generating and accounting for purchase orders
 - Coordinates registration and scheduling of district professional development
 - Manages DocuSign
 - Processes student work permits
- Provide Executive Assistant Support to the Superintendent
 - Coordinates preparation for School Committee meetings including scheduling, organization and distribution of meeting materials, postings of agendas and minutes, and serves as liaison to MASC and the local cable station.
 - Supports district communication and marketing efforts
 - Maintains content on Central Office website pages
 - Assist with monitoring and posting school information to district social media sites
 - Tracks and supports communications/correspondence for ELL, Title I, Homeschool, and Pre-Kindergarten
 - Serves as the District first point of contact
 - Manages Residency/Enrollment process
 - Coordinates annual School Choice lottery

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite, particularly Powerpoint.
- Experience managing website and social media content
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Ability to work occasional evenings when needed.

Education and Experience:

- Associate degree required, Bachelor's degree in related field preferred. Communications a plus.
- Three to five years of experience in an executive administrative support role.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Operations Administrative Assistant

Job Summary:

The Operations Administrative Assistant supports the Director of Operations & Finance, Director of Student Services, School Principals, the Facilities Manager, and the Athletic Director by providing efficient and customer services orientated day-to-day management of the District Transportation program and providing support for the Athletics and Facilities Department by performing a variety of clerical and administrative tasks as well as cross-training to provide back-up support for Student Services critical functions.

Duties/Responsibilities:

- Coordinates and schedules General Education, Special Education, and Athletics Transportation
 - Creates and updates on an ongoing basis a list of out of district students requiring transportation
 - Obtains bids from multiple vendors and collaborates with the Director of Student Services on bid selection and negotiation
 - Manages and problem solves transportation related inquiries and complaints
- Coordinates Facilities Rental Program
 - Maintains facility rental/calendar
 - Processes booking fees and collections
- Oversees the daily workflow of the Facilities and Athletics Departments.
 - Maintains filing systems as assigned.
 - Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
 - Responds to and resolves administrative inquiries and questions.
 - Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
 - Maintains office supplies and coordinates maintenance of office equipment.
 - Maintains budgets including generating and accounting for purchase orders
 - Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Ability to work occasional evenings when needed.

Education and Experience:

- Associate degree required, Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

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Special Education Administrative Assistant

Job Summary:

The Special Education Administrative Assistant supports the Director of Student Services, School Principals, and the Team Chairs by providing efficient and customer services orientated day-to-day support for the district Student Services Department by performing a variety of clerical and administrative tasks.

Duties/Responsibilities:

- Oversees the daily workflow of the Special Education Department
 - Maintains filing systems as assigned.
 - Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
 - Responds to and resolves administrative inquiries and questions.
 - Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
 - Maintains office supplies and coordinates maintenance of office equipment.
 - Maintains special education budget and related grants including general bookkeeping, ordering, and billing
- Coordinates Special Education Compliance
 - Parent notice and meeting invitations
 - Manage workflow of the IEP, type IEPs as needed
 - Evaluation consent
 - Correspondence
 - Record/file management
 - Filing of rejected IEPs
- Prepares Circuit Breaker submission for review and approval
- Coordinates Special Education and 504 related records requests
- Assists with the management of compliance/data support
- Supports Director in organizing and coordinating Summer Program and related correspondence
- Manages Pre-K screening sign-ups, registration, and enrollment
- ELL correspondence and record keeping
- Creates and sends notices related to Child Find
- OOD Referrals/Contracts/Attendance Monitoring

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Experience with Aspen student management system preferred.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Ability to work occasional evenings when needed.

Education and Experience:

- Associate's degree required; Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

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Payroll & Purchasing Clerk

Job Summary:

The part-time (approximately 15 hours per week) Payroll & Purchasing Clerk reports to the Director of Finance & Operations and supports District Administrators and the Payroll/Financial Data Analyst by providing efficient and customer service orientated day-to-day support of:

Duties/Responsibilities:

- Enter, track and monitor Central Office & District Administrator requisitions, purchase orders, and invoice processing in coordination with Accounts Payable Collecting and entering bi-weekly time sheets
- Entering and confirming bi-weekly salaries in the payroll system
- Supporting payroll, HR, food service, and other Central Office functions as needed, by creating mail merges for staff and family communications
- Support Central Office as needed with data entry tasks
- Other related duties as assigned.

Required Skills/Abilities:

- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite or related programs, particularly Excel.
- Must be able to learn payroll and accounting software systems.
- Excellent math and organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.

Education and Experience:

- High school diploma required; Business or Accounting degree preferred.
- Certifications and/or prior experience with payroll or purchasing functions preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.