

Application Instructions and Timeline

The application process is confidential. Applicants should submit a letter of interest and a current resume directly to the Superintendent of Schools at: jhartling@ledyard.net.

Following a review, leading candidates will be required to complete an online application, provide transcripts, evidence of any certifications, and submit three (3) current letters of recommendation.

Proposed Timeline

Application deadline	4/20/18
Candidate Interviews week of:	5/01/18
Interviews with final candidates week of:	5/07/18
Anticipated start date No later than:	7/01/18

For inquiries, please call the office of the Superintendent of Schools:
860-464-9255 ext 1000

Ledyard Public Schools
4 Blonders Boulevard
Ledyard, CT 06339
860-464-9255 ext.1000
<http://www.ledyard.net>

Jason S. Hartling, Superintendent of Schools
Jennifer Byars, Assistant Superintendent
Samuel Kilpatrick III, Dir of Bldg & Grounds
Philip Genova, Dir of Special Services
John Mercier, Dir of Instructional Technology

Gales Ferry School (PreK-2)
1858 Route 12
Gales Ferry, CT 06335

Juliet W. Long School (3-6)
1854 Route 12
Gales Ferry, CT 06335

Gallup Hill School (K-6)
169 Gallup Hill Road
Ledyard, CT 06335

Ledyard Center School (K-6)
740 Colonel Ledyard Highway
Ledyard, CT 06339

Ledyard Middle School (7-8)
1860 Route 12
Gales Ferry, CT 06335

Ledyard High School (9-12)
24 Gallup Hill Road
Ledyard, CT 06339



Ledyard Public Schools

Invites applications for
the position of

Director of Finance and Human Capital

**4 Blonders Boulevard
Ledyard, CT 06339
860-464-9255 x1000
www.ledyard.net**

Ledyard Public Schools:
*"Believing in the unlimited potential
of every student"*

Director of Finance & Human Capital

The Position:

The Ledyard Board of Education is seeking a dynamic candidate with an influential leadership style to oversee the financial operations and human capital plan. The Director is responsible for annual budget development and forecasting. This is a 12-month 1.0 FTE position.

Qualifications:

Demonstrated record of successful leadership; financial management in a multi-million dollar organization; experience with collective bargaining and human resource issues; Intermediate Administration/Supervision (092) and/or Business Manager (085) certification preferred.

The Schools:

The schools are an inherent part of the community. There are approximately 2,646 students in grades Pre K through 12 at the district's 4 elementary schools, the middle school, and the high school. An operating budget of over \$31 million supports programming serving a diverse community of learners.

In 2017, the town embarked on an ambitious building project to renovate-as-new the middle school and one elementary school. The building openings are scheduled for the 2019-20 school year.

The Community:

Ledyard is located along the Thames River in New London County. The northern half of the US Naval Submarine Base is located in the southeast corner of town. Northeast of the town is the Mashantucket Pequot Reservation. Members of the tribe attend Ledyard schools.

Ledyard is home to a diverse professional workforce employed by several Fortune 500 companies, as well the defense industry. Civic activity, social awareness, and community responsibility are distinguishing characteristics of the town's 15,021 residents.

Responsibilities:

Personnel Leadership and Supervision-
Supervises and coordinates business related functions; evaluates finance office employees.

Human Capital-

Develop and maintain a recruiting and benefits program that attracts and retains quality team members in a variety of positions.

Budget Development and Management-

Prepares the annual budget development schedule; works with the Superintendent to prepare the administrative budget proposal for review and action by the Board of Education; supervises and manages budgetary expenditures including payroll and accounting functions for local, state, and federal funds; assists in interpreting budget proposals

and procedures to BOE, Town Council, school staff, and the community.

Purchasing and Material Management-

Acts as district's purchasing agent; directs and supervises requisitioning and purchasing systems; directs bidding procedures; maintains school district equipment inventory.

Accounting and Reporting-

Directs and supervises bookkeeping and accounting for district funds; processes and reports on federal and state grants; prepares required school district financial reports.

Management Information System-

Develops appropriate procedures for budgeting, accounting, and payroll; generates, organizes, and distributes data to superintendent and others.

Transportation-

Monitors pupil transportation contract and policies.

Food Service-

Oversees the administration of federal food service programs; monitors District contract and Board policies.

Negotiations-

Provides support materials and expertise in preparation for the negotiation process.