

Kenneth (Ken) Kleber

EDUCATIONAL HUMAN RESOURCES ADMINISTRATOR

CONTACT

██████████
██████████
██████████
██████████
██████████

LICENSURE

Illinois Professional Educator License
General Administrative Endorsement
Secondary Education Endorsement

EDUCATION

M.ED. EDUCATIONAL ORGANIZATION & LEADERSHIP
MAY 2008

University of Illinois Urbana-
Champaign (Urbana, IL)

B.S. SECONDARY EDUCATION (SOCIAL STUDIES TEACHING)
JUNE 1999

University of Illinois Urbana-
Champaign (Urbana, IL)

KEY TRAITS

Honesty and integrity
Organization and attention to detail
Strong written and oral communication

LANGUAGE SKILLS

English (fluent)
Spanish (polite)

PROFILE

Licensed PreK-12 School Human Resources Administrator with extensive experience in a highly diverse (race/ethnicity, socioeconomic status, home language, IEP/504 services) district serving 10,000+ students and employing nearly 2,000 licensed, classified, and substitute staff.

Areas of expertise include relationship-based employee/labor relations and collective bargaining; employee compensation and benefits administration; recruiting, hiring, onboarding, and retention of a diverse workforce; performance evaluation and employee discipline systems; leave and accommodations management; professional development and mandated training; arbitration, administrative, and legal proceedings; and strategic plan design/support/implementation.

EXPERIENCE

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES & ORGANIZATIONAL EFFECTIVENESS (FORMERLY EXECUTIVE DIRECTOR) • JULY 2012–PRESENT
10,000+ students • approximately 2,000 employees

Champaign Unit 4 Schools – Champaign, IL

Engage in collaborative, strategic relations with two labor unions: one serving teachers and other educators, the other serving various support staff groups (paraprofessionals, secretaries, bus drivers and other transportation staff, custodians and maintenance staff, food service staff, building safety and security staff, registered nurses, IT staff, et al.). Also support and engage with non-unionized employees (in-house substitutes, before and after school program staff, et al.)

Develop and monitor attractive compensation and benefits packages to recruit and retain a diverse workforce that mirrors the student population we serve.

Develop, implement, and monitor comprehensive, legally sound employee performance evaluation and progressive discipline systems in collaboration with Board counsel and union leadership.

Serve as a key member of the Superintendent's Cabinet and provide trusted support in navigating sensitive matters; assist with the development of Board of Education Policy, District Administrative Procedures, and various department and building employee handbooks; serve as a Freedom of Information Act (FOIA) Officer and provide support to the District's Communications Department.

ASSOCIATE PRINCIPAL • JULY 2010–JUNE 2012
ASSISTANT PRINCIPAL • SEPTEMBER 2009–JUNE 2010
1,400 students • approximately 200 employees

Centennial High School (Champaign Unit 4 Schools) – Champaign, IL

Provided general administrative support for a large, comprehensive high school; master scheduling and staff assignment (approximately 12 departments and 115 educators); oversight of a broad range of Special Education services (approximately 125 students enrolled in Cross-Categorical, Emotional Disability, Autism, Vocational, and Functional Life Skills programming); planned and facilitated professional development activities for staff in collaboration with others; and discipline, attendance, and data monitoring (for a caseload of approximately 400 students).

HIGH SCHOOL TEACHER • JANUARY 2000–SEPTEMBER 2009
SOCIAL SCIENCE (U.S. HISTORY, WORLD CULTURES,
ECONOMICS; SERVED AS CONTENT AREA CHAIR 2007-2009)
AND EDUCATION TO CAREERS & PROFESSIONS

Centennial High School (Champaign Unit 4 Schools) – Champaign, IL

Educated a diverse student population in academic level, honors level, Advanced Placement (AP), and co-taught classrooms. Strengths included integration of literacy skills and technological resources into daily instruction. Sponsor/Coach of co-curricular activities including Speech Team (2004-2009), National Honor Society (2003-2006), and Youth & Government (2001-2004). Presented with the *E.H. Mellon Outstanding Teaching Award* by the Champaign Rotary and Centennial High School students (2007).