

So you want to take the next step?

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Internal Movement

Interested in moving up
in your current school
district? Does another
role interest you?

Let's talk strategy.

External Movement

Are you looking to move
into a different role in a
new school district ... or
non-education employer?

Let's talk next steps.

Now What?

You've made it! What do
you need to know and be
able to do on Day 1, Day
30, Day 60??

Let's talk resources.

Please ask questions!

We'd prefer that this be interactive and most importantly, helpful to you!

Internal Movement

How do you best position yourself for a promotion or move to a new role within your own school district?

Be a rockstar.

That's it. Be a rockstar.

Be so great at your current job that others notice.

Be so great at your current job that the administration wants to move you to a position with more responsibility.

Be so great at your current job that others talk about how good you are.

Ok, so how do I do that?

- Understand each and every one of your duties and responsibilities
 - Do each one of them well - even the yucky ones
- Be proactive - predict issues
 - Approach your boss with potential issues AND suggested solutions
- Create processes that work and create efficiencies
- Behave professionally
 - Be on time
 - Dress professionally
- Be a good communicator
- Work well with your team...with other teams...with everyone

Then what?

- Identify what position/positions you may want to move into
 - What does that person know and do that you don't know/understand?
- Talk to the people in those positions.
- Volunteer to take on new tasks.
- Learn everything you can from everyone who will teach you!
 - Sometimes you can learn more from the administrative assistant than the administrator...

And...

- Learn the things you don't know
 - HR Essentials
 - Annual Conference
 - Webinars
 - pHCLE Certification
- Network with others in the field
 - What does this position in other districts do?
 - What does that person know - what can they teach you?

When the position is available...

- Prepare your resume/cover letter as though you were an external candidate. Don't assume that those making a decision will know/remember all of your strengths!
- Talk with those who will be making decisions - timeline, process
- If you do not get the position - **PROVE THEM WRONG.**
 - Be gracious
 - Be flexible
 - Be professional
 - **Be looking elsewhere?**

External Movement

What can you do to prepare for a new role in a new school district ... or a non-education employer?

Soul searching...what do you want to do next?

- What are your passions?
- What skills do I have?
- What is working or isn't working in your current job?
- What is important to me in my life right now?
- What is your vision for your career goals?

How to move up or move on out to a new role

- Be the one to make positive contributions
 - Make your boss look good
 - Doing the grunt work teaches you more
- Surround yourself with the right people
 - Relationships are the key to finding any job
 - IASPA Membership and Committees
 - County HR groups
- Seek new opportunities
 - Be proactive
 - Step outside of your comfort zone
 - Develop a well rounded tool box

How to move up or move on out to a new role

- Be open to change
 - Get out of your comfort zone
 - Learning how to deal with change helps you to be a great HR leader
- Seek to achieve more
 - Be creative think outside the box
 - Be a sponge
- Boost your knowledge
 - pHCLE-Professional Human Capital Leaders in Education certification
 - HRCI-HR Certification Institute
 - SHRM-Society for Human Resource Management

Now what?

You have the new role - what can you do now to be prepared before you even start working? What do you need to know your first days and weeks and months in the new role?

Day 1

Research your employer/district

- Learn as much as you can
- Check out social media/website for initiatives
- Review your onboarding information thoroughly
- Talk with your supervisor about expectations

Day 30

What's next?

- Meet as many people as possible
- Visit schools/locations
- Build relationships - i.e. union leadership
- Familiarize yourself with departments and teams in district/organization
- Identify your local support groups/resources/mentor
 - County HR groups
 - Affiliate yourself with professional organizations - IASPA, AASPA
- **Be attentive - do more listening than talking**

Day 31+

What's next - you are becoming more familiar with current processes/procedures and see opportunities for growth - what do you do?

- Ask good questions - help me understand why we do xyz this way
- Make a list of what you notice to address in the future
- Do not judge current processes/procedures
- Draw on past knowledge - want to change immediately
- Talk with supervisor about goal setting



Questions?