

KELLY A. CURRAN

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EXECUTIVE PROFILE

- Commitment to Equity, Diversity and Inclusion
- Proven ability to deal with a wide range of individuals, including administrators, teachers, professional staff, outside government agencies and the public, in a stressful and time-sensitive environment;
- Gained knowledge of financial aspects and budgetary processes involved in grants and city accounts;
- Have managed key initiatives that have led to cost reductions and more effective payroll, benefits and human resources systems and professional development for employees.
- Doubled teacher diversity through recruitment and pipelines in less than five years; 12% in 2015 to 26% 2020.

EXPERIENCE

October 2020 – Present **Human Resource Manager** Holyoke Public Schools Holyoke, MA

- Continue the duties of Manager of Recruitment (listed below).
- Supervise three (3) staff, one benefits specialist and two payroll specialists.
- Manage and oversee the districts' payroll and benefits administration (Medical, Dental, Life Insurance, FSA, City Retirement, Massachusetts Teachers Retirement System, Workman's Compensation, IRB and Unemployment)
- Participate in Section 19 discussions, plan open enrollment with the City of Holyoke Personnel Department and other city departments.
- Participate in contract negotiations with various bargaining units.

February 2016 – September 2020 **Manager of Recruitment** Holyoke Public Schools Holyoke, MA

- Develop and implement a well-coordinated and effective approach to recruiting teachers and other employees; supports a year-round recruitment campaign;
- Collaborate with strategic partners to refine outreach strategy, focusing on building new relationships with outreach sites; creates outreach and hiring plans throughout the year; makes changes to approach, as necessary;
- Communicate the Holyoke Public School's turnaround mission and model in a compelling way that attracts potential candidates to apply for relevant positions;
- Manage the recruitment database TalentEd;
- Create advertisements for positions and career events;
- Organize in-district career fairs and other events to bring talent to Holyoke; attend out-of-district career fairs and events;
- Coordinate efforts for district leaders to attend events with recruitment potential (e.g., guest lecturing at local colleges and universities, attending career events, etc.);
- Monitor funding sources and allotted recruitment budget;
- Established relationships with key partner organizations such as Teach for America, the Springfield Empowerment Zone, Teach Western Mass, Career Point and area Universities
- Manage all job postings for all positions, including collaborating with administration to estimate hiring needs; creating postings for particular positions, and ensuring postings are posted on various job sites, including TalentEd, and refreshed as necessary;
- Manage initial resume review, initial phone screens; and candidate matching to various schools;
- Collaborate with Human Resources and school-based administration to ensure decisions are issued to all candidates in a timely, respectful manner; manage candidate relationships from recruitment through application;
- Track recruitment and selection metrics via weekly dashboards and reports to evaluate various strategies and improve recruiting process and hiring efficiency.
- Write grants that contribute to diversifying the teacher workforce (to date received over \$400,000)
- Sit on the steering committee for the Diverse Teacher Workforce Coalition
- Create and implement project plans with benchmarks and stakeholders involvement.

July 2010 – February 2016 **Assistant to Assistant Superintendent** Holyoke Public Schools Holyoke, MA

February 1996 – June 2010 **Assistant to the E.D. for Curriculum/Testing and Professional Development**

Provided administrative support to the Superintendent, Assistant Superintendent, various academic directors and state monitors in a large public school district.

Responsibilities included:

- Supporting the Superintendent, Assistant Superintendent and Academic Directors administrative needs and assisted them in varied projects including confidential assignments.
- Assisted the Superintendent, Assistant Superintendent and State Liaisons with tasks necessary for the efficient operation and turnaround of the District.
- Prepared, published and coordinated distribution of confidential district improvement or progress monitoring documents to be printed and distributed to appropriate people including the Department of Education district contacts.
- Screened and directed inquiries to the appropriate staff for resolution. Greeted all visitors, determined their needs, checked appointments and escorted them to the proper person.
- Performed computer applications (spreadsheet, database, word processing, mail merge documents, prepared labels, e-mail and internet searches). Collected and maintained data and records electronically. Highly Proficient in MS Office Suite. Organized various orders, obtained necessary funds, contracts, etc. Entered requisitions into MUNIS.
- Participated in preparation and monitoring of annual department budget.
- Scheduled meetings maintained a schedule of appointments and arranged for travel, registration, hotel accommodations and travel reimbursement for the Assistant Superintendent, the Superintendent of Schools and many other staff to attend conferences or trainings.
- Participated in developing a New Teacher Induction and Mentoring Program for the district.
- Organized New Teacher Induction and Training as well as Convocation for all district personnel annually.
- Performed other duties and assumed other responsibilities assigned by the Superintendent, Assistant Superintendent or State Liaisons.
- Promoted to current position from a senior data entry clerk.

EDUCATION

Oct 2020	SHRM C-P Certification Preparation Course	SHRM Educational Programs	Virtual
May 2018 (Pending)	Masters in Public Administration	Westfield State University	Westfield, MA
May 2008	BS Executive Business Management	Bay Path College	Longmeadow, MA
June 2006	AS Business Administration	Holyoke Community College	Holyoke, MA

VOLUNTEER WORK/COMMITTEES

2020-Present	Massachusetts Association of School Business Officials (MASBO) Payroll Sub-Committee
2020-Present	Department of Elementary and Secondary Education's Educational Personnel Advisory Council (EPAC)
2019-Present	Enlace de Familias Board of Directors
2018-Present	Mount Holyoke College MAT Advisory Board
2015-Present	Holyoke Public Library Board
2016-Present	Director of Paper City Basketball Club (2016-2019) Board of Directors (2019-Present)
2017-2019	Teach Western Mass Fellowship Selection Committee (April 2017 & April 2019)
2012-2015	Donahue Dolphins Pride Community Organization (PTO) Secretary
2012-2015	Holyoke Youth Football Cheerleading Coordinator
2009-2012	Holyoke Public School Parent Appeals Board
1998-2010	Daffodil Days Coordinator
