



SHELTON PUBLIC SCHOOLS JOB DESCRIPTION

Job Title:	Director of Human Resources
Reports To:	Superintendent of Schools
Terms of Employment:	Work year per contract
Salary Range:	\$138,000 to \$152,000
Evaluation:	Annually by the Superintendent of Schools
Anticipated Start Date:	June 1, 2023

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the general direction of the Superintendent of Schools, the Director of Human Resources will bring a demonstrated ability to recruit, retain and train qualified staff in order to promote the Superintendent's agenda and to improve the performance of students.

SUPERVISES:

Responsible for the supervision and evaluation of the Human Resources staff and other staff as may be designated by the Superintendent of Schools.

RESPONSIBILITIES:

- Oversees and monitors personnel laws including but not limited to State and Federal Fair employment laws and practices, Equal Employment Opportunity, Title IX of the Educational Amendments, the Age Discrimination in Employment Act, sexual harassment, wage and hour laws and the Family and Medical Leave Act.
- In conjunction with the appropriate administrator/supervisor plans and directs the recruitment, selection, assignment and dismissal procedures for all staff.
- Provides leadership in all contract negotiations, monitors implementation of negotiated contracts and serves as a resource to School District Administration in matters relating to policy/procedure and collective bargaining interpretation.
- Provides guidance and support to administration in assuring compliance with due process investigations and evaluations.
- Interprets and clarifies personnel policies, fringe benefit programs and retirement procedures.
- Conducts preliminary investigations of employee complaints of discrimination, sexual harassment, failure to accommodate and grievances filed, prepares a report and recommendation for solution.

- Develops and maintains job descriptions, periodically reviews position descriptions, and prepares position descriptions for new staff positions as required, in consultation with appropriate administrators
- Develops and maintains a system for personnel records for all employees, in order to provide comprehensive, efficient, accurate and current accounting for all matters pertinent to employment transfer, tenure, retirement, leave, promotion, termination, reduction in-force, certification, severance pay, and salary advancement in accordance with CT State Statutes, Board of Education policies and collective bargaining agreements.
- In collaboration with the City of Shelton, manages the implementation of the BOE's medical/dental/vision insurance policies including a wellness program for employees.
- Manages and provides oversight for the School District's workers' compensation program, unemployment filing, state/federal reporting requirements, certification renewals and employee credential review.
- Approves and maintains planned programs of study for certified teachers for purposes of salary advancement and tuition reimbursement.
- Administers the contract and salary schedules for all employees, assists in developing and recommending salary policy and structure.
- Prepares statistical information and completes reports as required by the Superintendent of Schools, State Department of Education or other agencies.
- Works closely with administrators and other staff in the development and implementation of the staff evaluation plan, administrative practices, policies and procedures.
- Assists in the planning and implementation of staff orientation programs for new staff members.
- Develops professional learning programs and activities that support the School District's initiatives and State of CT mandates.
- Conducts criminal background reporting for all staff hired by the School District, mentor program participants and school volunteers with regard to State of CT Statutes and School District policies and procedures.
- Serves as a member of the Superintendent's cabinet and attends monthly Board of Education and special meetings as required.
- Serves as a liaison to City of Shelton Merit testing process and other committees/meetings as directed by the Superintendent of Schools.
- Assumes responsibility for his/her own professional growth and development through professional learning activities, membership and participation in professional organizations, reading professional journals and other publications and through attendance at workshops, meetings and conferences.
- Implements and enforces School District policies and procedures.
- Performs other duties as assigned by the Superintendent of Schools

EDUCATION, EXPERIENCE AND TRAINING:

- A minimum of a master's degree in personnel administration, business administration, public administration or related field is required.
- A minimum of five years-experience in human resources in the field of education, corporate or non-profit organizations.
- Thorough knowledge of employment law, staff evaluation process, organizational planning and staff professional development.

- Demonstrated knowledge of Connecticut State Statutes governing employment and State Department of Education teacher certification procedures.
- Experience with human resources software required, experience with Tyler MUNIS preferred.
- Superior communication, interpersonal, leadership and organizational skills.
- Demonstrated experience in the evaluative process of staff.
- Demonstrated ability to interact effectively with a diverse school community; superior oral and written communication skills.
- Ability to develop and implement special projects as required.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.

CCP 2/22/23