

# **DIRECTOR OF PERSONNEL AND LEGAL SERVICES**

Fairfield Public Schools  
Fairfield, Connecticut

The Fairfield Public Schools is seeking an exceptional Director of Personnel and Legal Services with strong leadership skills.

## **THE COMMUNITY**

Fairfield, located on Long Island Sound, has a population in excess of 57,000. The community is residential in nature and is in easy access to cultural and educational opportunities in the area and in New York City.

## **THE SCHOOLS**

The Fairfield Public Schools is a premier school district in Connecticut with very high standards and achievement. The 10,000 students attend one of the system's 17 schools. The district budget exceeds \$160 million.

## **POSITION SUMMARY**

Reports directly to the Superintendent of Schools and coordinates all aspects of personnel management and labor relations.

Major responsibilities include:

- Coordinates Human Resources policies and programs ensuring that the District is in full compliance with applicable laws, regulations and policies.
- Administers a recruitment and selection program for all categories of certified and non-certified employees.
- Participates in collective bargaining and negotiations of labor agreements.
- Assists with the preparation of the annual budget.
- Consults and advises administrators on a wide variety of personnel issues.
- Promotes effective communication among all members of the school community.
- Provides or manages and coordinates legal representation in matters involving the school district.

## **THE QUALIFICATIONS**

- Admitted to the Connecticut Bar to practice law in Connecticut.
- Successful administrative experience required.
- Strong educational and leadership philosophy and vision.

## **THE CONTRACT AND COMPENSATION**

Salary commensurate with experience.

## **THE PROCESS AND DEADLINE**

- Application deadline: March 31, 2017
- Beginning Date: July 1, 2017

Please submit a cover letter with resume to Dr. Toni Jones, Superintendent of Schools and complete an on-line application through the school district website at [www.fairfieldschools.org](http://www.fairfieldschools.org).