

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

- I. JOB TITLE: Director of Personnel and Legal Services
- II. QUALIFICATIONS: Successful administrative or leadership experience required. Able to practice law in the State of Connecticut; legal experience with labor law and public education.
- III. WORK YEAR: 12 months
- IV. REPORTS TO: Superintendent of Schools
- V. JOB GOAL: Responsibility for the planning and operation of all Personnel and Legal Services so as to aide the operation of the school district, particularly in the areas of personnel management, labor relations, policy and coordination of legal matters.
- VI. MAJOR RESPONSIBILITIES:
 - A. Recruitment/Selection
 - 1. Administers a recruitment and selection program for all categories of certified personnel (teachers, support staff and administrators) and other non-certified employees such as educational paraprofessionals and secretaries. Coordinates substitute teachers and graduate intern program. Coordinates all procedures used in recruiting and selection of candidates for administrative appointments; serves as chairperson of the screening committee.
 - 2. Maintains liaison with college placement offices and with the Certification Office of the State Department of Education. Coordinates the preparation of personnel reports and correspondence required by the Retirement Board and State Certification Office.
 - B. Administration
 - 1. Acts as liaison with the community and town officials on human resources and legal matters.
 - 2. Serves as the system contact and consultant for former retirees.
 - 3. Administers a personnel records system for certified personnel, non-certified personnel, substitutes and hourly employees, including the maintenance of records of former employees.

4. Responsible for the implementation of the evaluation program for professional staff and non-certified staff.
5. Assists building administrators with their responsibility of staff supervision and staff evaluations. Coordinates and directs all legal services as it may pertain to any staff dismissal proceedings.
6. Responsible for the management of legal services for the district and providing, or coordinating, legal representation in matters involving the school district.
7. Provides advice and counsel to staff members seeking information about programs for personal and professional development including graduate and certification studies, retirement, insurance, career options and assignments.
8. Provides administrative support in the area of compliance with federal, state and local laws, and administrative regulations.
9. Processes all resignations, retirements, dismissals and leaves of absence, and salary adjustments, conferring with requesting parties and advising individuals of rights.
10. Coordinates preparation of all reports or parts of reports on personnel matters for the town, state and federal agencies and various professional and private organizations
11. Receives, reviews and implements any newly created extra pay position; review and recommend any salary adjustment for existing assignments.
12. Coordinates Administrator Aspirant and Induction Programs.
13. Attends Board of Education meetings and work sessions as an advisor and resource person.
14. Assumes responsibilities for all other tasks as assigned by the Superintendent.

C. Labor Relations

1. Administers the negotiated contract between the recognized bargaining units and the Board of Education as well as Board policies and Connecticut State Statutes in an effective and equitable manner.

2. Serves on Board of Education negotiating team and holds major staff responsibility for conducting negotiations with the certified bargaining unit representing the teacher group, the administrator group, and all non-certified units.
3. Directs the collection and compilation of data and studies which may be needed for the conducting of negotiation, mediation and if necessary binding arbitration.

D. Staffing

1. Reviews all requests from individuals or recommendations of administrators or program leaders for assignment transfers. Consults with the appropriate building administrators, program leaders and respective staff member.
2. Conducts periodic studies concerning composition of the staff, staff utilization and deployment, turnover and absenteeism. Carries out studies involving other school districts where comparative data are needed.

E. Legal/Contractual Monitoring

1. Informs new employees about certification requirements, forms to be completed, fingerprinting, fringe benefits, conditions of employment, contract and Board policy and other information pertinent to successful employment in Fairfield.
2. Serves as system coordinator for all Title IX, sexual harassment and affirmative action activities including the monitoring and processing of grievances.
3. Assigns and ensures compliance with all ethics, equity and harassment investigations.
4. Provides interpretation of laws, employee training sessions and negotiation of contract terms.
5. Facilitates compliance with the Connecticut Freedom of Information Act.
6. Provides administrative policy review, revision recommendations and interpretation to the Superintendent and School Board.
7. Coordinates with outside firms to handle litigation and other matters that are handled in the courts.

8. Provides guidance to principals and administrators on matters of custody issues such as to whom to release a student, student records, student discipline, harassment, child abuse, employee discipline, ethics and school board policies.
9. Available to assist program leaders with risk management and risk avoidance.
10. Provides guidance to athletic and activity programs to ensure compliance with federal, state and local laws, administrative regulations, and school board policy.
11. Monitors all legislation and Connecticut regulations affecting the district.

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6/5/84
Revised 3/1/95
Revised 7/1/04
Revised 3/1/12
Revised 3/8/17