



# Wallingford Public Schools

## Position Description Human Resources Director

### Section I: General Information

<b>Position Title:</b> Human Resources Director	<b>Location:</b> Central Office	<b>Work Year:</b> 12 Months
<b>Immediate Supervisor:</b> Superintendent or Designee	<b>Bargaining Unit:</b> Non-Union	<b>Salary Range:</b> \$120,000 - \$130,000
<p><b>General Description:</b> The Human Resources Director plans, leads, directs, develops, and coordinates the policies, activities, and staff of the Wallingford Public Schools Human Resources (HR) department, ensuring legal compliance and implementation of the district's mission and vision through effective and innovative talent management strategies.</p>		

### Section II: Essential Duties and Responsibilities

<p><b>Recruitment, Induction, and Retention</b></p> <ul style="list-style-type: none"> <li>• Develops recruitment strategies to encourage and maintain a diverse candidate pool.</li> <li>• Works collaboratively with district and school leadership to ensure the recruitment of highly qualified staff.</li> <li>• Ensures adherence to a comprehensive hiring process</li> <li>• Provides effective orientation programs for all new employees</li> <li>• Explore and implement strategies aimed at retaining qualified staff</li> <li>• Supports administrators in the supervision, evaluation, and professional growth of staff</li> <li>• Oversees pools of substitutes for certified and non-certified staff</li> </ul>
<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Maintains accurate and secure personnel records</li> <li>• Directs the preparation of mandated reports as required by the state or local agencies</li> </ul>

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- Ensures that all staff complete mandated training programs
- Coordinate adherence to the requirements of:
  - Family and Medical Leave Act
  - Worker's Compensation
  - Title IX
  - Criminal Justice Information System
  - Wallingford Board of Education policies
  - Others, as determined by the district

### **Budget**

- Works collaboratively with district and building-level leadership teams to determine appropriate staffing levels based on identified needs
- Develops/presents staffing reports as required by the Superintendent of Schools

### **Safety and Security**

- Assist the Superintendent in overseeing District Safety and Security Implementation

### **Labor Relations**

- Develops and maintains ongoing relationships with union leadership
- Prepares and participates in all collective bargaining negotiations
- Coordinates discipline and grievance hearings in accordance with collective bargaining agreements

### **Additional Duties**

- Implements and enforces all Board of Education policies and regulations
- Fosters strong working relationships with local, regional, and state agencies
- Maintains up-to-date job descriptions for all positions
- Assists in the placement of student teachers within district schools

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- Serves on district-level committees and performs other duties as assigned by the Superintendent of Schools
- Performs other related duties and responsibilities as assigned by the Superintendent of Schools or designee

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### Section III: Qualifications

<b>Education</b>	Minimum of a Bachelor's Degree in human resource management or related area, or equivalent experience and training
<b>Experience</b>	5 years of experience in human resources or related field(s) preferred

### Section IV: Knowledge, Skills, and Abilities

<b>Essential Knowledge</b>	<ul style="list-style-type: none"><li>● Understanding of labor law, including MERA</li><li>● Understanding best practices in labor relations</li><li>● Working knowledge of various software programs - Google Suite, Microsoft Office</li><li>● Understanding of classified service regulations</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>● Ability to work effectively with others</li><li>● Ability to communicate ideas and directives clearly and effectively, both orally and in writing</li><li>● Organizational and problem-solving skills</li><li>● Excellent public relations skills</li><li>● Ability to bring others together to reconcile differences during conflict situations</li><li>● Effective management of one's own time and the time of others</li><li>● Ability to manage highly confidential and privileged information</li></ul>

### Section V: Working Conditions

<b>Physical and Mental Demands/Work Environment</b> <i>Note: The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable invited individuals with disabilities to perform the essential functions.</i>
<ul style="list-style-type: none"><li>● Repetitive hand motion, e.g., computer keyboarding, typing, calculator manipulation, writing</li><li>● The regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop</li><li>● Frequent requirement to speak publicly</li></ul>

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- Frequent interruption of duties by staff, students, visitors, and/or telephone calls
- Occasional requirement to lift, carry, push, and/or pull various supplies and/or equipment up to a maximum of 20 pounds
- Regular evening hours required

***Revised March 2025***

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