October 23, 2026

New Fairfield Public Schools

Director of Human Resources

Job Description

Overview and Summary

The Director of Human Resources serves as a member of the Superintendent's Cabinet and a district-level educational leader responsible for the supervision, evaluation, development, recruitment, and retention of district personnel. The Director oversees personnel practices for more than 200 certified employees and approximately 400 total staff members, ensuring that employees meet professional standards, fulfill their responsibilities, and contribute to the District's educational mission.

As an administrator holding Connecticut Intermediate Administration and Supervision (092) certification, the Director performs substantial administrative responsibilities related to the supervision and evaluation of certified personnel, professional learning, school leadership, personnel development, and compliance with state and district requirements. The Director also oversees human resources operations, employee relations, and collective bargaining in collaboration with the Superintendent and other district administrators.

Qualifications

- Full-time, 12-month position.
- Connecticut Intermediate Administrator (092) certification required.
- Master's degree or higher in educational leadership, administration, human resources, or a related field.
- At least five years of experience as a certified educator and at least three to five years of administrative experience in a public school district.
- Demonstrated knowledge of personnel supervision, evaluation, professional development, employment law, and collective bargaining.
- Strong leadership, communication, organizational, and interpersonal skills.

Responsibilities

Educational Leadership, Personnel Supervision, and Evaluation

- Provide district-level administrative oversight of more than 200 certified employees and approximately 400 total staff members, supporting effective personnel management and the District's educational goals.
- Supervise and perform summative evaluations of certified and non-certified personnel as assigned by the Superintendent.
- Conduct observations of certified and non-certified personnel, provide feedback, establish performance expectations, and improvement plans.
- Oversee the recruitment, selection, hiring, placement, and retention of district personnel in collaboration with building administrators and department leaders.
- Manage certified personnel to ensure the maintenance of the appropriate Connecticut certification and endorsements, and supervise the verification of professional credentials, continuing education requirements, and eligibility for salary advancement.
- Lead employee onboarding and coordination of mandated professional training to ensure that staff understand and fulfill their responsibilities under state law and Board policy.

- Serve on the Professional Development and Evaluation Committee (PDEC), support the implementation of professional learning initiatives, and assist administrators in strengthening personnel performance, evaluation practices, and professional growth.

Employee Relations, Investigations, and Compliance

- Conduct and oversee personnel investigations, employee complaints, grievances, and disciplinary matters.
- Conduct or coordinate Title IX investigations involving students and employees.
- Interpret and implement applicable state and federal requirements, Board policies, and collective bargaining agreements related to personnel management and employee conduct.
- Lead or participate in collective bargaining negotiations, grievance resolution, and labor-management matters as directed by the Superintendent.
- Monitor legislative and regulatory changes and lead the development and revision of personnel-related policies; coordinate and facilitate the work of the Board of Education Policy Committee, including preparing policy recommendations and supporting materials.

Human Resources Administration and Operations

- Oversee employee benefits, retirement programs, leave administration, personnel records, HR systems, reporting, and the administration of the HR budget.
- Collaborate with the Director of Business, HR staff, and district administrators to improve operational efficiency, automate processes, and strengthen personnel services.
- Coordinate staff compliance training, support administrators in implementing district procedures, and assist with student residency investigations, expulsion hearings, and other administrative matters as assigned.

The Superintendent may assign additional responsibilities consistent with the position's role and qualifications.

Reports To: Superintendent of Schools

Salary and Benefits: Commensurate with qualifications and experience. Please note that a pre-qualification request is pending with the Connecticut Teachers' Retirement Board to determine eligibility for this role's participation in the Connecticut Teachers' Retirement System.