



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

EXECUTIVE OPPORTUNITY

AN INVITATION TO APPLY FOR THE POSITION OF DIRECTOR OF HUMAN RESOURCES CONVAL SCHOOL DISTRICT NEW HAMPSHIRE

Dear Fellow Educator:

The Superintendent of the Contoocook Valley School District (ConVal) invites highly-qualified candidates to apply for the position of **Director of Human Resources**.

ConVal is a cooperative district located in the Monadnock Region of Southwest New Hampshire. Known as New Hampshire's "quiet corner", the area boasts lakes, rivers, town commons, art galleries, music festivals, and MacDowell, the oldest artist residency program in the United States. ConVal is a large, complex, public school organization. The nine towns that make up the district (Antrim, Bennington, Dublin, Franconia, Greenfield, Hancock, Peterborough, Sharon, and Temple) joined together in 1967 and established a set of "Articles of Agreement."

Currently, ConVal covers over 250 square miles and incorporates 11 schools: eight elementary schools (four are PK through 4, four are K through 4), two middle schools (both Grades 5-8), and one regional high school (Grades 9-12). All member towns host an elementary school, with the exception of Sharon. Sharon's elementary students attend Peterborough Elementary School. The district's central School Administrative Unit (SAU) is housed as part of South Meadow Middle School in Peterborough.

The Director of Human Resources is a key member of central office administration and participates as an active member of the SAU Leadership Team. This position is responsible for the oversight of human resources functions for the district in compliance with law, policy and regulations in a manner that will enhance the human assets of the organization and promote employee morale. The Director of Human Resources will plan for and support contract negotiations and agreements with employee associations and facilitate the implementation of negotiated agreements.

Selected Skills, Duties, and Responsibilities:

- Serve as a resource person to the Superintendent or those directly involved in or concerned with bargaining and negotiation processes
- Coordinate all aspects of the administration of the Collective Bargaining Agreements including interpretation of the agreements and grievance processes
- Assist in the review and revision of HR policies, procedures, rules, and regulations, and develop supplemental guidelines for existing procedures
- Serve as the primary contact for district staff with representatives of employee organizations on questions concerning the interpretation and implementation of Human Resources policies adopted by the School Board
- Provide training for Administration in hiring and personnel practices and coordinate district-wide HR training

- Maintain regular liaison with NH DOE officials and other state agencies concerned with Labor Relations matters
- Assemble, coordinate, and maintain all HR records and information as required by State, Federal and District laws and policies by complying with all laws, rules and policies related to personnel management
- Administer appropriate staffing allocation models using district-approved goals and parameters within expected timelines
- Direct and monitor all applicable HR programs including but not limited to FMLA, NH Retirement, health benefits, etc.
- Manage the preparation and revision of job descriptions and the classification of positions and evaluation systems
- Analyze, evaluate and define positions based on duties, responsibilities and qualification requirements in order to establish and/or maintain a framework for the district's compensation strategy
- Perform other tasks or services as may be assigned by the Superintendent

**For more information about the district or the position,
please visit the ConVal website:**

<https://convalsd.net/>

Desired Qualifications:

- Master's Degree from an accredited educational institution in Human Resources Management, Education Administration and/or Leadership
- Training and/or experience in personnel administration, collective bargaining, contract administration and negotiations
- Experience in public school administration preferred
- A knowledge of law and regulations as it relates to the total range of personnel services and labor relations actions, and legislative processes

This is a full-year position with a competitive salary and benefits package, commensurate with experience and qualifications.

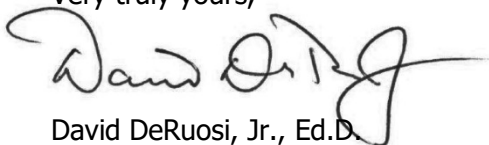
For more information, please contact: NESDEC Search Office, ConVal Director of Human Resources Search, NESDEC, 28 Lord Road, Marlborough, MA 01752; Phone: 508-481-9444; Email: search@nesdec.org

**To access the application, please visit www.nesdec.org
<https://www.applitrack.com/nesdec/onlineapp/>**

Review of applications will begin on **June 19, 2023**. Applications received after this deadline may be considered at the discretion of the district. The preferred start date for the new Director of Human Resources is **July 1, 2023**.

I look forward to your application or your nomination of a qualified applicant. All inquiries and nominations are considered confidential and should be made to the NESDEC office. Thank you in advance for your consideration.

Very truly yours,



David DeRuosi, Jr., Ed.D.
Associate Director

Member:



NSDC

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