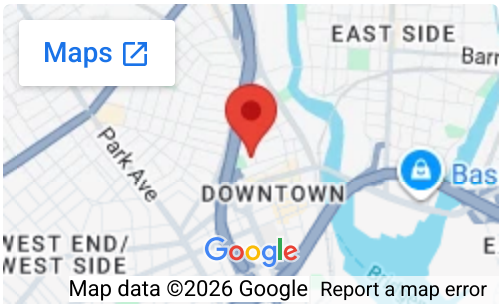
ASSISTANT SUPERINTENDENT OF HUMAN CAPITAL

Administrative

APPLY NOW



BOE CENTRAL
45 Lyon Terrace
Bridgeport, CT 06604

GET DIRECTIONS

Full Time

$175,000 - $210,000 per year

BOE CENTRAL

Posted 9/28/2026

2026-2027 School Year
Bridgeport Public Schools
Human Resources Department
45 Lyon Terrace, Room 324
Bridgeport, CT 06604

ASSISTANT SUPERINTENDENT OF HUMAN CAPITAL
BOE CENTRAL OFFICE
SALARY RANGE: $175,000.00 - $210,000.00
UNAFFILIATED - 12 MONTHS

SUMMARY:

Provide leadership and expertise in human capital management throughout the District to meet the needs of Bridgeport Public Schools: support and develop workforce excellence in all positions with a targeted focus on those who provide direct educational services to students; lead performance management initiatives and support including recognition and reward structures, non-renewals, discipline, and improvement plans for underperforming employees; develop and maintain Human

Resources policies and procedures; develop and maintain employee compensation policies and procedures; ensure resolution of investigations, Equal Employment Opportunity Commission (EEOC), labor, and employment issues, develop new programs and initiatives that support goals for finding, developing, and retaining great talent in all positions: provide leadership and direction in human capital management with the Superintendent's Cabinet, Executive Staff, and Bridgeport Public Schools administration.

QUALIFICATIONS AND REQUIREMENTS:

KNOWLEDGE OF:

- Theories, techniques, and methodologies of Human Resources management and administration, including labor relations, recruitment and selection, training methodologies, and reward systems.
- Current trends and related laws and regulations in educational reform, management, and Human Resources,
- Collaborative problem-solving methods.
- Principles, practices, and trends of public personnel administration.
- Functions of personnel, contract interpretation, investigation, evaluation, supervision, and discipline.
- Administrative and collective bargaining practices and techniques.
- Compensation practices, payroll laws and personnel procedures and practices.
- Grievance procedures including arbitration.
- Interview and selection techniques and methods.
- CT State Certification laws.
- Legal procedures, terminology, and negotiation processes.
- Report writing and presentation.
- Budget preparation and control.
- School district organization, operations, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

- Effective oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Effective management principles, practices, and supervision techniques
- Evaluation approaches, strategies, and techniques
- Operation of a computer and related software

TRAINING EDUCATION AND EXPERINCE:

- Minimums of a Master's Degree from an accredited educational institution
- Must currently hold a valid 092 certification from the State of Connecticut; however, a valid 093 certification from the State of Connecticut is preferred.
- Minimum of five (5) years' experience in public school administration or public school district administration
- Minimum of five (5) years' experience in Leadership of Human Resources and Benefits
- Demonstrated skill in oral and written communication

RESPONSIBILITIES:

- Attend Board of Education meetings and prepare such reports for the Board as the Superintendent may request
- Serve as a resource person to the Board of Education and other staff members in regard to administration, community relations and personnel matters in the district.
- Serve as a member of the Superintendent's Cabinet and the Administrative Team.
- In concert with the Assistant Superintendent for Curriculum and Instruction, participate in the development and implementation of a district-wide orientation program for new certified staff members.
- Serve as liaison between employees and the State Department of Education in determining eligibility for certification and processing applications for certification
- Review certification status of all certificated staff personnel to ensure that all legal requirements are met

- Act as compliance coordinator or hearing officer for Title IX
- Conduct professional development on DASA/TITLE IX to all instructional and non-instructional staff
- Assist the Superintendent by developing long-range plans on major initiatives
- Conduct professional development for the Administrative Team Meeting on matters of personnel development as requested by the Superintendent
- Oversee the Employee Assistance Program
- Conduct professional development throughout the year as needed
- Present professional development for New Teacher Orientation with the Assistant Superintendent for Curriculum and Instruction and Business Office.
- Coordinate a program for recruiting, selecting, onboarding all staff including teachers and administrators
- Coordinate short-range and long-range planning for staff needs
- Work with Board of Education to maintain, update and revise District policies.
- Coordinate and administer all benefits in conjunction with collective bargaining agreements, individual contracts and non-unit members in conjunction with the payroll and benefits office.
- Develop and maintain a personnel record system for all certificated and civil service staff in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, including transfer, tenure, retirement, leaves, health, certification and salary.
- Serve as a resource person to the staff by interpreting personnel policies and counseling employees on salary and fringe benefit programs, certification, leaves, transfers, assignment, and other employment-related matters.
- Coordinate the processing of employee grievances and serve as the District's Hearing Officer at the internal appeal stage of the

grievance procedure for the recognized bargaining units.
- Prepare and update assigned bargaining unit seniority lists.
- Represent the district in arbitration cases, impasse proceedings and representation cases involving the recognized bargaining units; assist the school attorney where appropriate, in all other matters of litigation or in cases of complaints to Local, State and Federal agencies.
- Responds to reference requests and verifies employment, credit and salary data for certificated staff and non-certified staff.
- Review all requests for leaves of absence, FMLA, and reasonable accommodations.
- Coordinate the issuance of all annual salary notices to certificated and non-certified employees, approve notices and salary changes for District employee's.
- Supervise the operations of the Payroll/Benefits Office, which discharges payroll functions for all active personnel (annual and part-time) and benefits functions for both active and retired personnel of the school district.
- Train, supervise and evaluate staff of the Payroll/Benefits Office.
- Oversee management of payroll functions in the MUNIS system, including the timely processing of payroll in each pay period and maintenance of employee records (rate of pay, deductions for health/dental insurance, annuity plans, etc.).
- Ensure compliance with the position control and internal control procedures established by the CFO for fiscal management, so that no one is placed on payroll without authorization of the CFO based on approval in the designated electronic form.
- Work in cooperation with the district's health insurance consultant, who provides projected health insurance rates for the new fiscal year and guidance pertaining to dissemination of information about health insurance benefits.
- Administer health and all health-related insurance plans, including calculation of premium cost share for health and all health-related insurance plans; management of the health and

life insurance programs for retirees (including notification of cost and collection of premium cost share); and provision of up-to-date information to employees through electronic media.

- Manage the issuance, in electronic form, of the Annual Salary Agreements (to teachers and administrators), notifications of salary adjustments (e.g., longevity, vacation carryover/buyout etc.); notices of the open enrollment period and changes in benefit programs.
- Perform other related duties, as assigned by the Superintendent.

The above description covers the principal duties and responsibilities of the position. However, this description shall not be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions, and their applications are subject to change at the discretion of the Superintendent.

It is the policy of the Bridgeport Board of Education not to discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, age, national origin, ancestry, physical disability, present or past mental disability, intellectual disability, or learning disability in any of its educational programs, activities, or employment practices. The Bridgeport Board of Education is an Affirmative Action/Equal Opportunity Employer.

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