



Office of the Superintendent  
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## EMPLOYMENT VACANCY

- Posting Date:** February 27, 2015
- Job Title:** **Human Resources Director**
- Job Location:** School District of Fort Atkinson Administration Center, 201 Park Street, Fort Atkinson, WI
- Job Type:** Full Time
- Compensation:** Salary commensurate with skill set and experience and competitive benefits available
- Job Requirements:** Preference given to candidates with a strong human resources background and/or relevant human resources certification(s)/degree.

**Job Description:**

The School District of Fort Atkinson serves over 2,900 students (grades 4K-12) and employees. In addition to several community based four-year old kindergarten sites the District has four elementary schools, a middle school and high school. The District is committed to providing the quality opportunities and services each student needs to meet his or her academic and personal potential.

The Human Resources Director, with direction and oversight from the District Administrator, originates and leads human resources practices and objectives that will enhance the human resource operations. Some of the duties under this non-administrative position include managing/coordination of hiring processes, ensuring compliance with State and Federal workplace rules and guidelines, developing and implementing personnel policies, assisting staff with certification and licensure requirements, preparing and submitting federal, state and local reports, and overall responsibility for the administration of the compensation and benefit systems in the District. This is a new position in the District.

**Application Deadline:** Monday, March 16, 2015 at 4:00 pm

**Application Requirements:** Interested candidates should submit a letter of interest, resume, and three written letters of recommendation via WECAN (Wisconsin Education Career Access Network) at: <http://services.education.wisc.edu/wecan> under support staff category, or email to [koppisd@fortschools.org](mailto:koppisd@fortschools.org) or by mail to School District of Fort Atkinson, ATTN: Dr. Jeffrey Zaspel, District Administrator, 201 Park Street, Fort Atkinson, WI 53538.

The School District of Fort Atkinson is an equal opportunity employer.