

# JOB DESCRIPTION

**TRENTON**  
**BOARD OF EDUCATION**  
**MANAGER**  
**Manager of Talent Acquisition**

**JOB TITLE:**           **Manager of Talent Acquisition**

**REPORTS TO:**       Assistant Superintendent for Talent Acquisition and Development

**SUPERVISES:**      Talent Acquisition Generalists

**NATURE AND SCOPE OF JOB:** Responsible for organizing and managing the personnel procedures of the District, including recruitment, selection, placement, promotion, compensation, personnel record keeping and human resource development of all District personnel in compliance with all State and Federal laws and regulations, District contractual agreements, and policies of the Board of Education.

**QUALIFICATIONS:**

The Manager of Talent Acquisition shall:

1. Have a Bachelor's Degree from an accredited college or university in education, personnel management or related field. Master's degree is preferred.
2. Have a minimum of ten (10) years' experience in human resources and at least four (4) years working in a public school district
3. Demonstrate prior experience and expertise in all matters pertaining to Human Resources in New Jersey Public Schools
4. Demonstrate knowledge of New Jersey public employment/labor relations laws
5. Demonstrate experience in project management
6. Hold and maintain a valid driver's license with no serious violations
7. Demonstrate excellent organization skills
8. Demonstrate ability to work independently
9. Have excellent integrity and demonstrate good moral character and initiative
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary
12. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **EMPLOYMENT TERMS:**

The Manager of Talent Acquisition shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for a confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Manager of Talent Acquisition shall:

1. Establish and promote high standards and expectations for all staff for performance and responsibility for actions
2. Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of a comprehensive system of personnel recruitment and management and human resources development in accordance with all applicable State and Federal laws, contractual requirements, and Board policy, consistent with the philosophy, mission, values and goals of the District
3. Manage procedures to ensure the recruitment and recommendation of highly qualified personnel to fill vacancies within the District, including identifying criteria for selection, advertising and posting of positions, completing and reviewing of required documents, conducting effective interviews, checking references, verifying qualifications, and recommending salary placements
4. Ensure that all recruitment and selection procedures meet contractual obligations, certification requirements, and Board policy
5. Supervise procedures for provisional certificated personnel and for alternate route candidates in accordance with N.J.A.C. 6:11-5.1 et. seq.
6. Supervise the administration of attendance, leaves of absence, Health Benefits, Pension enrollment, Unemployment Compensation and Worker's Compensation
7. Maintain job descriptions for all positions that reflect current responsibilities and job functions
8. Supervise procedures that ensure that all personnel meet or exceed the certification requirements for the position (N.J.A.C. 6:11-3.1 and 3.3), citizenship and health requirements, and all other federal, state and district requirements for initial and continued employment
9. Supervise and maintain a system of accurate personnel records for all past and present employees regarding assignment, promotion, transfer, discipline, tenure, retirement, leave, attendance, seniority status, and other matters
10. Ensure that the system of personnel records protects the rights of the individual for due process and privacy and complies with state and federal law and district policy
11. Establish procedures for safe storing and integrity of all public and confidential records
12. Maintain an accurate system for determining seniority in accordance with applicable law and contracts
13. Work closely with the Business Office to ensure accurate record keeping for wages, benefits, and attendance
14. Establish a professional rapport with staff that earns their respect
15. Display the highest ethical and professional behavior and standards when working with school personnel and agencies associated with the school
16. Continue to grow professionally through collaboration with colleagues and professional growth experiences
17. Summarize, interpret, and disseminate current developments in personnel practices, certification requirements, court or administrative law decisions regarding personnel, and human resources development through reading of professional journals, participation in professional development, and involvement in professional organizations

18. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
19. Conduct required interviews and/or exit interviews as directed by the Assistant Superintendent
20. Perform such other duties related to the effective and efficient operations of Talent Acquisition as assigned by the Assistant Superintendent.

**EVALUATION**

The Manager of Talent Acquisition shall be evaluated in accordance with Board of Education Policy.

# JOB DESCRIPTION

## TRENTON BOARD OF EDUCATION

### SPECIAL PROJECT ASSISTANT/PUBLIC INFORMATION OFFICER

**JOB TITLE:** SPECIAL PROJECT ASSISTANT/PUBLIC INFORMATION OFFICER

**REPORTS TO:** Superintendent

**SUPERVISES:** Grants Development Manager and other designated staff

#### **NATURE AND SCOPE OF JOB:**

Assists the Superintendent in structuring, attaining and maintaining the best possible educational programs and services for the students in the Trenton Public Schools; assists the Leadership Team in managing key initiatives and in implementing and monitoring the District's strategic plan to ensure students are receiving appropriate instruction and services in the schools; and, serves as the Public Information Officer and Community Relations Liaison in order to share information with all stakeholders.

#### **QUALIFICATIONS:**

The Special Project Assistant/Public Information Officer shall:

1. Hold a Bachelor's Degree from an accredited college or university
2. Have at least five (5) years of senior level management experience working for a school district, government agency or non-profit organization
3. Have at least two (2) years' experience managing complex, long-term projects involving multiple stakeholders
4. Have experience leading major change management efforts
5. Have experience in an urban school district
6. Hold and maintain a valid driver's license with no serious violations
7. Demonstrate excellent organization skills
8. Demonstrate the ability to motivate people
9. Have excellent integrity and demonstrate good moral character and initiative
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary
12. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **EMPLOYMENT TERMS:**

The Special Project Assistant/Public Information Officer shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits and leave time as specified for a confidential employee
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Special Project Assistant/Public Information Officer shall:

1. Lead project management of key District initiatives in collaboration with other District Staff
2. Serve as the Superintendent's liaison on cross-functional work across the District where necessary
3. Oversee and manage the programmatic direction and strategy of the District's grants management work
4. Provide strategic direction and leadership for communications, presentations, speeches, conferences, special events and correspondence for the District and/or leadership team
5. Provide flexible ongoing operational, analytical and project management support to the Superintendent and leadership team
6. Actively participate with the leadership team in strategic planning, policy development and problem resolution of complex issues and needs through working groups, task forces and ongoing meetings
7. Manage and address urgent and sensitive issues that arise frequently in the rapidly changing environment of the District and work with the leadership team to achieve rapid and effective resolutions
8. Provide leadership and support to ensure strategic goals and objectives are achieved
9. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
10. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
11. Perform any duties that are within the scope of employment, as assigned by the Superintendent and not otherwise prohibited by law or regulation
12. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations and contractual obligations.

### **EVALUATION**

The Special Project Assistant/Public Information Officer shall be evaluated by the Superintendent in accordance with Board of Education Policy.