

## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR OF HUMAN RESOURCES**

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

To assist the superintendent with tasks necessary for the efficient operation of the district. Directs and supervises activities of a personnel unit and provides personnel administration; coordinates personnel programs, policies and practices for employees of the school district.

#### **QUALIFICATIONS:**

1. Master's Degree from an accredited college/university, preferred
2. Minimum of five (5) years' experience in public education administration in the areas of human resources, preferred
3. Central Office experience in a school district strongly preferred
4. Working knowledge of Human Resource and Operational Computer Systems
5. Experience and/or knowledge desired of NJSmart, AchieveNJ, school personnel certifications, Excel programs, FMLA and NJFMLA requirements
6. Excellent writing and researching skills
7. 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.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Such other qualifications as the Board may find appropriate

#### **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent employment evaluations and observations.
4. College transcripts.
5. Employment interview.

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

1. Administers all logistical requirements for the school district salary programs in conjunction with the School Business Administrator and/or Superintendent
2. Serves as a resource person for the staff on the districts employee benefit programs including group health insurance, disability insurance, retirement of plans, sick leave, personal leave, other leaves of absence and other related or emerging employee benefit plans.
3. Keeps abreast of government statutes, regulations and rules relating to personnel administration and advises interested parties of the provisions of the laws.
4. Assists with research pertaining to personnel, including salary research, studies of staff characteristics, professional standards and other pertinent projects.
5. Designs job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions.
6. Develops and maintains personnel handbooks for all employees.
7. Counsels with employees to resolve complaints, difficulties and other matters related to personnel management and works with principals on difficult personnel matters.
8. Maintains an up-to-date application file of prospective candidates for all positions.
9. Develops and maintains a computerized system for personnel records for all school employees, in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion etc...
10. Works with principals in the selection, assignment and evaluation of personnel.
11. Cooperates with college and university schools of education and with career guidance offices regarding applicants.
12. Provides necessary processing of issuance and renewal of state credentials.
13. Plans, develops and revises personnel management policies in accordance with state legislation for submission to the Board for adoption.

14. Recommends reviews and designs all job application forms used by the district, ensuring their compliance with state and federal statutes and Board policies on nondiscrimination and maintains an inventory of such forms.
15. Places advertisements and prepares mailings, as appropriate, announcing each job opening in the district and soliciting applications.
16. Maintains ongoing communication with schools of education and similar institutions likely to prove helpful as sources of personnel.
17. Serves as the first administrative level above that of building principal in any grievance procedure initiated under the provisions of a contract.
18. Assists in the development of policies and regulations for the just administration of the professional advancement program.
19. Plans, organizes and represents the district in fact-finding, arbitration and representation cases heard before public commissions or other such bodies when assigned by the superintendent.
20. Maintains knowledge of all current negotiated employee contracts in force in the district, and alerts administrators, as appropriate, to any contradictions or problems arising out of the contracts with regards to job description.
21. Develops printed guidelines and handbooks for the use of school personnel in dealing with aides and volunteers, and for the use of aides and volunteers in carrying out their duties.
22. Participates in the preparation of the budget.
23. Works with the members of curriculum and instruction in the selection of appropriate staff as it relates to the development of curriculum programs.
24. Works with the Business Administrator in all financial areas related to personnel.
25. Advises the payroll department of changes in the professional status and certification of certified personnel that requires changes in their placement on the salary schedule or benefit program.
26. Attends all Board meetings and prepares reports (verbal/written) for the Board as the superintendent may request.
27. Prepares the Superintendent's personnel recommendations for submission to the Board.
28. Directs the selection of qualified non-instructional candidates.
29. Screens and processes applications of candidates.
30. Receives, reviews and processes requests for transfer in accordance with transfer regulations and the needs of the district.
31. Screens and selects qualified substitute teachers and maintain a register of substitutes for in-house program.
32. Coordinates the provision of volunteer service to schools including recruitment and screening of volunteers, matching volunteers to jobs, creating innovative ways using volunteers and providing pre-services and in-service training.
33. Interviews and recommends to the superintendent, in conjunction with other appropriate administrative and professional staff members, applicants for appointment and for presentation to the Board.
34. Reviews staff evaluations and makes recommendations to the superintendent as to continued employment status or other appropriate status.
35. Process recommendations for termination of employees, assembling substantiating information for the dismissal of employees and arranging any necessary conferences and hearings.
36. Conducts and/or collects exit interview data of personnel leaving the district.
37. Coordinates and interprets the evaluation program of teachers and other professional personnel, and assists in the development regulations of the just administration of the professional advancement program.
38. Serves as an advisor to personnel involved in creating or administering personnel assessment instruments.
39. Plans and directs programs of orientation, in-service education and performance training for all new teachers.
40. Maintains close contact with all departments and schools in planning and anticipating the professional personnel needs of school programs.
41. Directs the recruitment program for professional and nonprofessional staff.
42. Plans, organizes and implements district wide programs for training paraprofessionals and other non-certificated staff.
43. Coordinates the operation of the student teacher programs in the district.
44. Recommends to the superintendent policies and programs to improve human relations in the district.
45. Assist to develop, administer and interpret to staff the policies, rules and regulations of the district.
46. Serve as adviser to the Superintendent on education, administrative and operational matters.
47. Completes mandated training programs as required by law.
48. Performs other duties as assigned by the Superintendent of Schools/Designee.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak, hear and demonstrate evidence of understanding.
4. Use close vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy and/or State Law.

**TERM OF**

**EMPLOYMENT:** Twelve (12) months position

**BARGAINING UNIT:** Confidential

**SALARY:** In accordance with Confidential Contract Guide.

**BOARD APPROVAL:** \_\_\_\_\_