

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
MANAGER
Manager of Talent Development

JOB TITLE: **Manager of Talent Development**

REPORTS TO: Chief Academic Officer

SUPERVISES: N/A

NATURE AND SCOPE OF JOB: Responsible for the oversight, monitoring and implementation of the District's evaluation systems aligned to AchieveNJ, and the implementation and monitoring of the professional development requirements mandated by the New Jersey Department of Education.

QUALIFICATIONS:

The Manager of Talent Development 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 five (5) years' experience in human resources with proven communication skills with a customer service orientation
3. Demonstrate prior experience working with staff evaluation tools
4. Demonstrate experience in project management
5. Demonstrate knowledge and understanding of the Teacher Effectiveness and Accountability for Children of New Jersey Act (TeachNJ)
6. Demonstrate knowledge of state and federal laws and regulations related to tenure laws and staff evaluations
7. Hold and maintain a valid driver's license with no serious violations
8. Demonstrate excellent organization skills
9. Demonstrate ability to work independently
10. Have excellent integrity and demonstrate good moral character and initiative
11. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration
12. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary
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 Manager of Talent Development 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 Development shall:

1. Provide direct management and oversight of the staff evaluation process in accordance with the AchieveNJ Act
2. Prepare NJSMART Staff Evaluation reports
3. Prepare required federal, state and local reports
4. Review and verify data related to Student Growth Percentiles (SGP)
5. Participate in the District Evaluation Advisory Committee
6. Responsible for the implementation of all staff evaluation tools utilized throughout the District
7. Create timelines for submission of staff evaluations
8. Monitor and track the submission of staff evaluations
9. Prepare notification letters when evaluations are not received in a timely manner
10. Compile data and provide reports on the status and completion of evaluations District-wide
11. Consult and assist administrators regarding documentation submitted for non-renewal of employment and withholding of increments
12. Assist with documentation for staff disciplinary issues
13. Conduct professional development and workshops under the supervision and direction of the Assistant Superintendent
14. Provide on-going support to administrators in all areas related to the evaluation process
15. Collaborate with members of the Department of Education and the Regional Achievement Center
16. Assist with tasks related to collective bargaining
17. Prepare documentation and other resources related to collective bargaining
18. Perform other duties as assigned by the Assistant Superintendent of Talent Acquisition and Development.

EVALUATION

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