

job description

BOARD OF EDUCATION DENVILLE

Position: Manager of Human Resources/ Assistant to Superintendent and Assistant Superintendent.

Reports to: Superintendent and Assistant Superintendent

Qualifications:

Education and Work Experience:

- BA/BS degree preferred
- HR experience preferred
- Proficiency in or knowledge of using a variety of computer software applications designed to facilitate good record keeping ease of information.
- Strong interpersonal and organizational skills needed to handle sensitive and confidential employee situations and documentation.
- Excellent problem solving and communication skills.
- Adaptability and flexibility required to function in a fast paced, changing environment.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

Terms of Employment: 12 Months as per Work Rules

POSITION SUMMARY:

Integral to the functioning of the school district, this position is responsible for operational and technical personnel duties including, but not limited to: ensuring compliance with all local, state, and federal personnel requirements; preparing job descriptions and postings (advertisements) that reflect district needs; managing online applications and interview processes; ensuring the completion of all pre-hire requirements including web searches and background checks; maintaining an accurate database of all district employees including confidential personnel files and staff attendance; and completing all personnel documentation necessary for Regular Board of Education meetings.

DUTIES AND RESPONSIBILITIES:

Recruitment function:

- Write and place job postings as needed (internal, web, and newspaper).
- Coordinate review of candidates and facilitate recruitment process.
- Coordinate recruitment efforts with hiring managers, facilitate interview process,

accept/screen resumes and applications, assist with the final decision-making process.

- Prepares, recommends, and maintains records and procedures for controlling personnel transactions and reporting personnel data.
- Manage all required paperwork for new hires including background checks, drug screening and certification requirements.

Human resource function:

- Schedule Interviews with Superintendent or Assistant Superintendent.
- Conduct full review of staff certification requirements to ensure proper timelines, follow-up, and necessary paperwork as needed.
- Provide feedback for district administrators on personnel documents with regard to message and intent from a human resource perspective.
- Assist with the implementation of the AchieveNJ evaluation system as defined by the NJ Department of Education.
- Recruit and process substitute employees
- Manage the staff attendance system for all employees.
- Maintain current and confidential personnel files including all matters of attendance, FLA, FMLA, and compliance with state and federal standards.
- Monitor paperwork for the Provisional Teacher Program and coordinate with County/State Departments of Education to facilitate the process.
- Process personnel action forms and assure proper approvals; disseminate approved contracts with the assistance of other central office personnel.
- Maintain employee records and compile reports as needed from SYSTEMS3000 database.
- Liaison to teaching faculty and administration with all questions related to personnel matters.
- Prepare employee separation notices and related documentation in compliance with N.J.S.A. 18A and 6A.

Compliance function:

- Maintain a current and relevant file of job descriptions per NJQSAC requirements.
- Propose, publish, and administer personnel policies
- Conduct orientation programs for employees as needed or directed.
- Implement the current Affirmative Action Plan with the assistance of the Affirmative Action Officer.
- Become knowledgeable of union and non-union contracts and advise the administrative team to ensure appropriate implementation.
- Submit all applicable county and state forms
- Proactively facilitate meaningful feedback systems and working relationships with staff members to promote a healthy work environment.
- Liaison with Payroll Assistant and Administrative Assistant to the BA to ensure that all transactions are accurate and well documented.
- Ensure that all teacher records include appropriate certification and Highly Qualified Teacher (HQT) status
- Meet all requirements for FLA and FMLA

- Maintain records of all non-tenured and tenured teacher reviews ensuring compliance with N.J.A.C. 6A:32-4.5
- Manage the district evaluation process, including the maintenance of personnel records.
- Manage the district policies and regulations.

Assistant to the Superintendent and Assistant Superintendent Function:

- Schedule meetings as needed.
- Answer telephones, take messages and ensure that all messages and correspondences are relayed to the appropriate person.
- Other duties as assigned by the Superintendent and Assistant Superintendent.

Other:

- The Manager of Human Resources will complete all other duties as assigned in order to ensure that the Human Resources department is user-friendly and in compliance with all local, state, and federal standards.
- Other duties and responsibilities as assigned by the Superintendent or Assistant Superintendent.

BOARD OF EDUCATION APPROVAL: October 25, 2021