

UNION TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Personnel Manager/ Public Relations Coordinator

QUALIFICATIONS:

1. School Administrators Certification in Supervision required.
2. Bachelor or Master's degree in an area relevant to promoting and directing Public/Community Relations such as public relations, communications, marketing, business/vocational education.
3. Demonstrates knowledge in personnel management, labor laws, and positional responsibilities.
4. Demonstrates knowledge of the fundamental principles of district functions.
5. Demonstrate the ability to maintain confidentiality.
6. Ability to read, analyze and interpret technical data.
7. Ability to respond to inquiries or complaints from district personnel and members of the public.
8. Must possess the ability to present information in writing and verbally to administration, employees, public groups, and the Board of Education.

REPORTS TO: Superintendent of Schools and Assistant Superintendent of Schools

SUPERVISES: Personnel Office Staff

JOB GOAL: To assist the administration in carrying out the goals of the Board of Education by assisting the Assistant Superintendent in managing the personnel department and fostering a positive image of the district with the community.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates all personnel matters of the Union Township Public Schools. Plan and coordinate a program for the recruitment, selection, and screening of employees.
2. Assists in the development and implementation of an employee handbook and new personnel policies and procedures.
3. Oversee compliance with employment laws and regulations.
4. Create and distribute complete employee packets/information (new teachers).
5. Oversee and distribute annual contracts and notices to employees.
6. Coordinate job description writing, revision, distribution and filing.
7. Ensure proper certification and qualifications for professional staff and maintain certification records.
8. Maintain and assist with proper compliance of 504 requests.

9. Actively participate in publicized Job Fairs to recruit highly qualified teaching staff for the district.
10. Coordinates district substitutes to ensure the substitute staff is meeting the standard work performance.
11. Identify and assist in creating policies and procedure to promote a positive image for the district within the community.
12. Oversee all aspects of the school district's social media, newsletter, and publications.
13. Promote the district's strengths and achievements by publicizing student, faculty and staff accomplishments.
14. Work with community members to seek support and cooperative relationships. Promote the development of collaborative initiatives between the district schools and local businesses.
15. Represent the district in various community affairs.
16. Perform additional duties as may be required by the Superintendent or Assistant Superintendent.

TERMS OF EMPLOYMENT:

Twelve-month year. Confidential employee.