

12-9

UNION TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: DIRECTOR OF PERSONNEL

QUALIFICATIONS:

1. NJ Principal Certification & NJ School Administrator Certification required & NJ School Business Administrator Certification preferred. NJ School Administrator Certification required & NJ School Business Administrator Certification preferred.
2. Demonstrates experience or aptitude in personnel management, labor law, and positional responsibilities.
3. Advanced level of effective communication and technology skills.
4. Knowledge and support of existing personnel technology.
5. Must possess the ability to present information and communicate in writing and verbally to the leadership team, employees, public groups, and the Board of Education.
6. Familiar with collective negotiations process and procedures.
7. Must have an understanding for the Business Office functions and an excellent ability to calculate figures, analyze mathematical data and apply mathematics to practical situations.
8. Knowledge of employee health benefits, applicable NJ laws regarding employee leaves of absence, and NJ Department of Education Certification and Induction.
9. Responsible for screening of applicants/interview candidates

REPORTS TO: Assistant Superintendent of Personnel & Operations and the Superintendent of Schools

JOB GOAL: To assist the administration in carrying out the goals of the Board of Education and to plan, coordinate and supervise the operations of the Personnel Department in such a way as to enhance the moral of school district personnel, promote the overall efficiency of the school system and maximize district resources which advance the educational opportunities and benefits available to each individual child.

PERFORMANCE RESPONSIBILITIES:

1. To Provide direct oversight of the systems and operation of the Personnel Department.
2. Coordinates all personnel matters of the Union Township Public Schools.

3. Collaborate with the district's labor negotiation team to prepare for negotiations of collective bargaining agreements.
4. Develop and update annually an Employee Handbook.
5. Oversee compliance with employment laws and regulations.
6. Create and distribute information annually and facilitate monthly New Employee Cohort meetings.
7. Oversee and collaborate with Human Resources staff to distribute annual contracts and notices to employees
8. Collaborate with the Business Office on the enrollment of employees in pension funds and insurance plans.
9. Collaborate with the Business Office regarding employee assistance with filing claims, retirement questions, social security and other questions regarding employee benefits.
10. Coordinate job description writing, revision, distribution and filing with the Central Office Leadership Team.
11. To provide oversight for the development, compilation and maintenance of up-to-date, comprehensive set of job descriptions.
12. Collaborate with the Business Office on the completion of unemployment request forms and defend the board's position in hearings when needed.
13. Maintain adequate and legal records for district personnel.
14. Ensure proper certification and qualifications for professional staff and maintain certification records.
15. To serve as a resource person to leadership in the systematic recruiting, employing and evaluating staff members.
16. Oversee and process district leaves and maintain ongoing knowledge of Federal and State guidelines regarding leave of absence entitlement following all applicable Federal, State and Local/District Guidelines.
17. Coordinate and oversee all district employee 504's requests to ensure proper compliance.
18. Assist with workplace investigations related to personnel matters as needed.
19. Coordinate, oversee, and collaborate with district employees responsible for overseeing internship requests while building relationships with local Colleges and Universities.
20. Publish a Township of Union Human Resource Newsletter/update district personnel website for the purpose of keeping staff informed about personnel.
2. Assume other related responsibilities and duties within the context of the above performance responsibilities.
3. Any other duties as assigned by the Assistant Superintendent in charge of Personnel/Operations and the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve-month year. Confidential employee. Salary to be determined and commensurate with experience.

Approved by Township of Union Public Schools

Date:

Reviewed and Agreed by

Date: