



HUMAN RESOURCES DIRECTOR

QUALIFICATIONS:

1. NJ Principal Certification and NJ School Administrator Certification required. NJ School Business Administrator Certification preferred.
2. Demonstrates experience or aptitude in Human Resources 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/interviewing candidates.

REPORTS TO: Assistant Superintendent of Business 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 Human Resources Department in such a way as to enhance the morale 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. Provide direct oversight of the systems and operation of the Human Resources 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 an Employee Handbook and update annually.
5. Oversee compliance with employment laws and regulations.



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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. 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. 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 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 Resources Newsletter/update district personnel website for the purpose of keeping staff informed about personnel.
21. Assume other related responsibilities and duties within the context of the above performance responsibilities.
22. Any other duties as assigned by the Assistant Superintendent of Business Operations and the Superintendent of Schools.



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PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head.

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis.

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records.

TERMS OF EMPLOYMENT

12-month position.

Salary and work year are to be determined by the Superintendent and Board of Education.

ANNUAL EVALUATION

The performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluations.

Approved by: Township of Union Board of Education Date: _____

Reviewed and Agreed to by: _____ Date: _____