

## **SCHOOL DISTRICT OF THE CHATHAMS**

### **Central Office Administration**

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**TITLE:                                 DIRECTOR OF HUMAN RESOURCES**

#### **QUALIFICATIONS:**

- 1. Master's degree (M. A.) or equivalent and/or Principal Certification; related experience and/or training; or equivalent combination of education and experience. Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions.**
- 2. Knowledge of: Principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration; related provisions of laws including the New Jersey Education Code; concepts of occupations found in school districts; effective counseling techniques and human relations. Operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, local statutes and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements and approaches to collaboration; contract law; risk management principles; and organizational psychology.**
- 3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.**
- 4. Strong leadership and communication skills and ability to, in conjunction with the superintendent and the business administrator, plan, organize, and direct the classified and certificates personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts; assemble and analyze data and make appropriate recommendations to school officials, and the Board of Trustees. The director/manager will work collaboratively with other departments, agencies, and work sites; train subordinates; relate to and communicate with all members of the work force. Participate as a representative of the**

District during employer/employee contract negotiations; interpret and apply rules and regulations under Federal, State and local statutes, Education Code, Board policy, and collective bargaining agreements; improve and implement policies and procedures; work collaboratively with operating units, site administrators, and public officials, vendors, consultants, and the general public; communicate effectively, orally and in writing; problem solving ability.

5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES:** Assigned administrative personnel

**JOB GOAL:** Under general direction of the Superintendent, the Director of Human Resources is responsible for the administration and coordination of classified and certificated functions of the Human Resources Division. Under direction of the Superintendent [and/or Business Administrator, or Assistant superintendent for Human Resources], plans, organizes, and directs a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining. Under direction of the Superintendent [and/or Business Administrator, or Assistant superintendent for Human Resources], serve as the principal advisor to the Superintendent regarding employee and labor relations matters.

**PERFORMANCE RESPONSIBILITIES:**

1. Plan, direct, and manage the human resources function for the District's certificated and classified employees.
2. Coordinates and supervises the recruitment of all personnel in accordance with staffing needs.
3. Administer all procedures and policies relative to both the classified and certificated personnel programs of the District in conformity with the requirements of appropriate Federal and State laws including the New Jersey Education Code, and local Board Policy (including, but not limited to appropriate certification and criminal background checks).

4. Oversees state mentoring compliance and district mentoring of newly employed professional staff.
5. Manage all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
6. Manage and maintain a district-wide staffing profile.
7. Works with other administrators to develop and implement procedures for observation and evaluation of all staff and observes and evaluates staff as needed.
8. Manage the District's recruitment and selection efforts.
9. Ensures all mandated trainings are completed in a timely fashion.
10. Provide specialized assistance in the handling of employee problems of keeping abreast of new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and termination.
11. Interpret Board Policies and Administrative Regulations relating to Employer/Employee Relations and advise, direct, and assist, as necessary, in their implementation.
12. Establish and maintain cooperative relations with others.
13. Provide leadership for the Human Resources staff.
14. Responsibility for representing the District in the investigation and resolution of compliance issues and contractual disputes.
15. Responsibility for employer/employee relations, labor negotiations, contract management, grievance processing.
16. Manages human resources functions related to certificated and classified personnel.
17. Directs and evaluates the work of the clerical and technical staff of human resources.
18. Direct and maintain the district's substitute service.
19. Interprets district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
20. Serves as a resource person for information relative to the Education Code and legal regulations pertinent to personnel practices.
21. Assists with development of the annual budgets for human resources and Employee-Employer Relations and monitors expenditures.

22. Develops personnel policy proposals and recommendations.
23. Serves as human resources link to Business Services (data processing, payroll, worker's compensation).
24. Coordinates classified and certificated personnel evaluation systems.
25. Assists with collective bargaining for all bargaining units.
26. Coordinates retirement incentive/option program; consults with employees on retirement related issues.
27. Maintains personnel records and is responsible for completion of reports required by government and state agencies. Conducts analyses for district and state reports.
28. Represents or as appropriate assists in representing the District at compliance agency hearings including but not limited to judicial proceedings and PERC, EEOC, and Workers' Compensation Appeals Board.
29. Performs other tasks as deemed necessary and assigned by the Superintendent.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the board's policy on evaluation of certified staff.

**APPROVAL DATE:** \_\_\_\_\_1/10/11\_\_\_\_\_

#### **Legal References:**

N.J.S.A. 18A:6-7.1  
through -7.5

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:7F

Comprehensive Educational Improvement and Financing Act

N.J.S.A. 18A:16-1

Officers and employees in general

N.J.S.A. 18A:16-2

Physical examinations; requirement

N.J.S.A. 18A:17-16

Appointment and removal of assistant superintendent

<u>N.J.S.A. 18A:17-17</u>	Certificate required
<u>N.J.S.A. 18A:17-22</u>	Assistant superintendent; duties
<u>N.J.S.A. 18A:17-23</u>	Suspension of assistant superintendent
<u>N.J.S.A. 18A:21-34</u>	School Ethics Act
<u>N.J.S.A. 18A:27-10</u>	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.A.C. 6A:5</u>	Regulatory equivalency and waiver
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<b>See particularly:</b>	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:15</u>	Bilingual education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:23</u>	Finance and business services
* <u>N.J.A.C. 6A:24</u>	Urban education reform in the Abbott districts
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>N.J.A.C. 6A:28</u>	School operations
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 8:59-11.1 et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Manual for the Evaluation of Local School Districts (Revised September 2002)

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.