

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: Supervisor of Human Resources

QUALIFICATIONS:

1. Certification (preferred) from an accredited certifying body recognizing Human Resource Management SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP)
2. Five years experience as a Human Resource Administrator in Central Office Administration in a New Jersey public school system.
3. Preferably graduate studies at a recognized school with course work concentration in the area of human resources and related subjects. Bachelor Degree minimum.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable within state law.

REPORTS TO:

Superintendent, Chief Academic Officer, and/or with assigned functions, to the Business Administrator

JOB GOAL/MAJOR FUNCTIONS:

Responsible for creating, updating, and applying all HR policies and company guidelines and making sure they adhere to standards and laws initiated by authorities.

PERFORMANCE RESPONSIBILITIES:

Personnel

- Maintains close contact with all departments and schools in planning and anticipating professional personnel needs of the school program.
- Plans, directs and participates in the recruitment, selection, transfer, promotion and separation of teachers for all programs.
- Serves as a resource person for the staff on the district's employee benefits programs including group health insurance, disability insurance, retirement plans, sick leave, personal leave, other leaves of absence, and other related or emerging employee benefit plans.
- Develops and maintains a system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, and so on.
- Keeps abreast of governmental statutes, regulations, and rules relating to personnel administration and advises interested parties of the provisions of the law.
- Facilitates/monitors teacher substitute providers and reports monthly fill rates and absence totals to the Superintendent. If District does not hold a contract with an educational substitute

service provider, will monitor, screen and select qualified substitute staff and maintain a register of substitutes.

- Counsels with employees to resolve complaints, difficulties, and other matters related to personnel management, and works with Principals on difficult or sensitive personnel matters.
- Maintains an up-to-date application file of prospective candidates for all teaching, administrative, and supervisory positions.
- Prepares and maintains all statistical information on all personnel, and submits the necessary statistical reports to the NJ DOE and to the Board.
- Interprets negotiated contracts and advises Superintendent on necessary information pertinent to operation of said contract. Is involved in helping to negotiate contract to provide district with a comprehensive personnel program.
- Draws up job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions.
- Processes recommendations for termination of employees, assembling substantiating information for dismissal of employees and arranging any necessary conferences and hearings.
- Expedites collection of exit survey data and conducts exit interviews of personnel as deemed necessary.
- Develops a process for consistent “Stay Interviews” with employee groups to gauge employee satisfaction.
- Advises personnel on retirement procedures, and serves as a resource person on employee benefits including health insurance, disability insurance, sick leave, personal leave, other leaves of absence, and other related or emerging employee benefit plans.
- Assists in the collective bargaining process for all employee organizations. Represents management, as appropriate, in the resolution of grievances under the established grievance procedures.
- Serves as the District’s Affirmative Action Officer, guaranteeing compliance with state and federal mandates, specifically administering and monitoring the Board’s policy on affirmative action in all matters of recruitment, hiring, training, transfers, promotions, compensation, and other related areas.
- Prepares federal and state reports associated with Human Resources.
- Prepares the monthly personnel agenda and reviews proposed board action with the Superintendent. Responsible for all assignment, transfer, dismissal and promotion recommendations presented to the Superintendent for Board of Education approval.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting testing and interviewing program; counseling managers on candidate selection; conducting the analyzing exit interviews; recommending changes.
- Prepares employees for assignments by facilitating orientation and training programs.
- Ensures planning, monitoring, and appraisal of employee work results. When necessary, schedule and conduct conferences for employee discipline, hearing and resolving employee grievances.
- Maintains employee benefits programs and informs employees of benefits by studying an assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims, and facilitates educational programs or benefit programs.
- Collaborates with the Business Office in coordinating the District’s involvement in the Public School Employees’ Retirement System (PERS)
- Oversees the administration of the District’s Workers’ Compensation and Unemployment

Compensation programs.

- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the district at hearings.
- Serves as an administrative liaison to the Human Resources Committee of the Board of School Directors.
- Serves as District Title IX Coordinator investigating and handling all workplace complaints, hostile work environment claims, etc.
- Completes a comprehensive investigation report and submits to the Superintendent for all personnel-related complaints. Completes Educator misconduct reports as required by applicable law.
- Develops and implements long- and short-term plans and activities to anticipate and accommodate the district's personnel needs efficiently and effectively.

Policy

- Administers the contract and salary schedule for all professional personnel, and assists in developing and recommending salary and structure.
- Coordinates and interprets the evaluation program of teachers and other professional personnel, and assists in the development of regulations for the just administration of the professional advancement program.
- Assists in the development of personnel regulations and policy.
- Thorough knowledge of tenure and seniority laws governing school district employees in New Jersey
- Keeps abreast of governmental statutes, regulations, and rules relating to personnel administration and advises interested parties of the provisions of the law.
- Periodically reviews policies with Board policy committee for update and revision.
- Implements the provisions of the Nondiscrimination/Affirmative Action/Sexual Harassment Policy in all instructional matters with the support of the Chief Academic Officer.

General

- Must be on call to be in attendance at necessary evening or weekend meetings as designated by the Superintendent or requested by the Board of Education.
- Performs such other tasks as may from time-to-time be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

This is a twelve (12) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel by the Superintendent.

Board Approved
(TBD)