

THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Title: **Director of Personnel**
State Code/Title: 0120 – Asst Supt. Non-Business

Qualifications:

1. School Administrator certification and/or certification as a School Principal required
2. Five years experience in Personnel Administration required
3. Demonstrated experience or aptitude in personnel management, labor law, and positional responsibilities
4. Advanced level of effective communication and technology skills
5. Ability to work on site during the hours required
6. Required criminal background check and proof of U.S. citizenship or legal alien status
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Responsible to: Superintendent of Schools

Job Goal: Plan, coordinate and supervise the operation 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. To provide direct oversight of the systems and operations of the Office of Human Resources
2. Plan and direct a program for the recruitment, selection, screening, employment procedures and assignment of the best qualified teachers and personnel including interviewing when necessary
3. Insure proper certification and qualifications for professional staff
4. Oversee all assignments, transfers, dismissals and promotions
5. Oversee the annual contract and renewal process for all personnel
6. Supervise the enrollment of employees in pension funds and insurance plans
7. Supervise in the assistance to employees in claim filing, retirement, loans, social security and other questions
8. Maintain contact with the board attorney as required and advise administrators accordingly
9. Coordinate job description writing, revision, distribution and filing
10. Complete unemployment request forms and defend the board's position in hearings
11. Certify classifications and salaries to the business department
12. Coordinate evaluation policies/procedures for employees
13. Maintain adequate and legal records for district personnel
14. Recommend and assist in board policy changes
15. Administer provisions of the Education Code as they apply to personnel, practice teacher agreements between the district and participating colleges and universities, and sabbatical leave and leave of absence policies
16. Organize a corps of substitute teachers and assign them to schools as needed
17. Report periodically to the superintendent the problems, conditions and needs of the personnel department
18. Supervise and evaluate all staff of the personnel department
19. Certify eligibility of employees for the district health plan, dental plan and income protection plan
20. Manage the orientation program for all district employees
21. Administer the district contracts including grievance hearings for the district

22. Attend regular meetings of the superintendent's staff when requested and serve actively to improve communication, cooperation and planning
23. Assist and when required, serve as chief spokesperson in the negotiations process for all district contracts
24. Plan, develop and revise personnel management policies in accordance with state legislation for submission to the Board for adoption
25. Respond to questionnaires, surveys and correspondence from research or professional organizations requesting information on the district's personnel program, and requests of district personnel on matters not clearly covered by regulation, policy or legislation
26. Support the superintendent in his/her overall administrative efforts; interpret his/her ideas and decisions to staff and public; keep him/her informed of pertinent division developments and events; seek his/her counsel or decision as necessary
27. Establishes and maintains an appropriate relationship with the district's EAP provider, to ensure the continuation of services to district employees
28. Engage in actively advocating, promoting and securing the rights of all persons, with particular reference to the educational enterprise of which he/she is a part
29. Review and provide services which conform to district objectives, board policies, administrative directions and state laws/regulations
30. To ensure District compliance with Board policies and regulations required under NJAC 6:3 by providing oversight of administrators, directors and supervisors responsible for completing observations and evaluations of staff members
31. To ensure an effective substitute teacher service so that instructional efforts are not interrupted
32. To provide oversight for the development, compilation and maintenance of an up-to-date, comprehensive set of job descriptions
33. To serve as a resource person to administrators and supervisors in the systematic recruiting, employing and evaluating of staff members
34. To publish a Human Resource Department Newsletter for the purpose of keeping staff informed about personnel matters and organizational team building
35. Maintain positive relationships with the building administration, parents, other staff and students in the buildings
36. Assume other related responsibilities and duties within the context of the above performance responsibilities
37. Perform all other duties and assignments as designated by the Superintendent

Terms of

Employment: 12 month, salary and benefits as recommended by the superintendent of schools.
Job Classification: Senior Staff

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of administrative staff.

ESTABLISHED: 1973

Revised: 1982, 1984, 1989, 1997, 2006, 2008, 2011, June 2016

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

EEO/AA/Vet/Disability Employer