



BRICK TOWNSHIP PUBLIC SCHOOLS

TITLE: Executive Director of Personnel

QUALIFICATIONS:

1. Bachelor's Degree in Education, Business Administration or Management or related field.
2. A minimum of five (5) years experience in school administration and/or supervision, or
3. Three (3) years of successful experience in Business or Industry in Human Resources and labor management relations.
4. School Administrator's Certificate

REPORTS TO: Director of Special Projects

SUPERVISES: Human Resources & Health Benefits Staff

JOB GOAL: To manage the certified and non-certified personnel services program for the school district.

PERFORMANCE RESPONSIBILITIES:

1. Plan, organize and administer, in cooperation with the administrative staff, procedures necessary for the operation of the personnel program.
2. Develop and maintain appropriate information, records and statistics dealing with personnel, such as recruitment, selection, certification, employment and terms of employment.
3. Initiate, develop, interpret, recommend and appraise personnel policies and practices, including selection, classification, assignment, transfer, compensation, leave and related areas.
4. Prepare the Board Agenda relative to personnel information
5. Research, compile, and interpret information about the regular (full and part time) staff, such as showing comparisons, growth trends, experience, professional growth, turnover, retirement, dismissals and related.
6. Manage the relationship between the District and the substitute service Insight.
7. Participate in contract negotiations with the Board of Education.
8. Serve as the Appointing Authority for the district with the New Jersey Civil Service Commission
9. Administrator of the workers compensation program

10. Chairperson of the Safety Committee for the District
11. Advise Administrators and Supervisors on grievance matters
12. Cooperate with Administrators and staff in preparing materials for public information and dissemination
13. Perform other services as may be assigned by the Superintendent, Director of Special Projects and/or designee.

TERMS OF EMPLOYMENT:

This job description shall be consistent with the terms and conditions of employment as set forth with the Brick Township Board of Education

EVALUATION:

Evaluation of job performance will be determined by the Superintendent, Director of Special Projects or his/her designee

