



# BRICK TOWNSHIP PUBLIC SCHOOLS

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**Title:** Director of Human Resources

**Qualifications:**

1. New Jersey Principal and/or School Administrator Certificate or Certificate of Eligibility
2. Masters Degree or Doctoral Degree in Administration and Supervision
3. Minimum of five years of administrative experience
4. Strong skills in leadership, problem solving, communication and organization
5. Required criminal background verification and proof of U.S. citizenship or legal resident alien status

**Reports to:**

Superintendent of Schools

**Supervises:**

Human Resources and Health Benefits Staff

**Job Goal:**

In collaboration with the Superintendent and other district level directors, the Director of Human Resources has the responsibility of providing leadership in the following areas: certified and non-certified personnel services program; Civil Service Appointing Authority; Board committee oversight; employee attendance; personnel records; and legal matters and compliance.

**Performance Responsibilities:**

**1. Certified and Non-Certified Personnel Services Program**

- a. Directs the recruiting process for all certified and non-certified positions
- b. Directs the screening, interviewing and selection process for vacancies in all certified and non-certified areas of employment
- c. Develop and maintain job descriptions for all certified and non-certified positions
- d. Manage all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel
- e. Provide specialized assistance in the handling of employee matters keeping abreast of latest theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and termination

**2. Hiring**

- a. Collaborates with district administrators in processes and selection of qualified instructional staff to be recommended for hire
- b. Participates in the selection process for administrative vacancies as requested by the Superintendent
- c. Advises the Superintendent on matters of certification, reference verification, Civil Service processes and any regulatory items related to hiring



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## **3. Human Resources Committee of the Board**

- a. Serves as administrative liaison of the Human Resources Committee of the Board including but not limited to: recommendations for hire, resignations, terminations and other personnel related matters
- b. Prepares the Board Agenda relative to personnel information

## **4. Appointing Authority - New Jersey Civil Service Commission**

- a. Serve as the Appointing Authority for the district with the New Jersey Civil Service Commission
- b. Collaborate with district administrators and supervisors in processes related to the requirements of the New Jersey Civil Service Commission

## **5. Employee Attendance**

- a. Manage relationship between the district and the substitute service vendor
- b. Oversee the maintenance of staff attendance records
- c. Advise Superintendent on matters of staff attendance that impact orderly operations, and communicates directly with staff on these matters
- d. Communicate with schools and departments on matters of staff attendance

## **6. Legal Matters and Compliance**

- a. Administrator of the workers compensation program
- b. Serves as Chairperson of the Safety Committee for the District
- c. Advises Administrators and Supervisors
- d. Oversees state mentoring compliance and district mentoring of newly employed professional staff
- e. Advises Superintendent and other administration on policy related to personnel

## **7. Personnel Records**

- a. Oversees the maintenance of all staff personnel records
- b. Maintains personnel records and is responsible for completion of reports required by government and state agencies. Conducts analyses for district and state reports
- c. Protects confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines

## **8. Negotiated Agreements**

- a. Maintains productive working relationships with collective bargaining groups through ongoing communication
- b. Participates in or advises the Board of Education as required on matters related to contract negotiations

## **9. Direct Staff Supervision**

- a. Supervises the Human Resources and Health Benefits Staff

## **10. Superintendent Cabinet**

- a. Advises the Superintendent as a member of the Cabinet for the purpose of assuring sound and accurate information for operational decisions



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## **11. All other duties**

- a. All other duties, projects, requirements as prescribed by law, regulation or as assigned by the Superintendent

### **Terms of Employment:**

Twelve-month position; salary as per contract with the BTASA

### **Evaluation:**

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Board Approval Date: January 17, 2019