

TITLE: DIRECTOR OF HUMAN RESOURCES/PERSONNEL

QUALIFICATIONS:

1. Valid School Administrator/Principal Certificate or eligibility
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:
 - a. Plan, organize, and direct the classified and certificated personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts;
 - b. Supervise and train subordinates; assemble and analyze data and make appropriate recommendations to school officials, and the Board of Education; work collaboratively with other departments, agencies, and work sites; relate and communicate with all members of the work force.
 - c. Represent the district as its Chief Negotiator in 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:

Plan, organize, and direct a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining. Serve as the principal advisor 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. Manages and coordinates school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs.

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DIRECTOR OF PERSONNEL (continued)

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 Education Code, and local Board Policy.
4. Coordinate all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
5. Manage district-wide staffing profile.
6. Plan and direct the development and maintenance of a system of performance evaluation for employees.
7. Supervise the district's recruitment and selection efforts.
8. Plan and provide a program of 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.
9. Interpret all Board Policies and Administrative Regulations relating to Employer/Employee Relations and advise, counsel, direct, and assist, as necessary, in their implementation.
10. Recommend and develop needed Board Policy and Administrative Regulations.
11. Establish and maintain cooperative relations with others.
12. Responsibility for representing the district in the investigation and resolution of compliance issues and contractual disputes.
13. Responsibility for employer/employee relations, labor negotiations, contract management, grievance processing.
14. Plan and direct ongoing research into applicable personnel related laws in areas of concern to the Board of Education.
15. Represent district at numerous compliance agency hearings including but not limited to judicial proceedings and PERC, EEOC, and Workers' Compensation Appeals Board.
16. Monitor and coordinate district human resource related litigation.
17. Interpret and commence Board Policy and Administrative Regulations and assist with their development.
18. Evaluate the performance of administrative personnel in accordance with law, code and board policy, and perform other related duties as may be requested by the board.

TERMS OF

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

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Mendham Borough Board of Education

Date: December 20, 2016

Revised: June 13, 2017

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils;
through -7.5 grounds for disqualification from employment; exception
N.J.S.A. 18A:7F Comprehensive Educational Improvement and Financing Act

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DIRECTOR OF PERSONNEL (continued)

<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-16	Appointment and removal of assistant superintendent
<u>N.J.S.A.</u> 18A:17-17	Certificate required
<u>N.J.S.A.</u> 18A:17-22	Assistant superintendent; duties
<u>N.J.S.A.</u> 18A:17-23	Suspension of assistant superintendent
<u>N.J.S.A.</u> 18A:21-34	School Ethics Act
<u>N.J.S.A.</u> 18A:27-10	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.A.C.</u> 6A:5	Regulatory equivalency and waiver
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-12.3	Authorization
<u>N.J.A.C.</u> 6A:9-14	Acting administrators
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:9-16	Required professional development for school leaders
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:15	Bilingual education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:23	Finance and business services
* <u>N.J.A.C.</u> 6A:24	Urban education reform in the Abbott districts
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:28	School operations
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6.1	Requirements of physical examinations
<u>N.J.A.C.</u> 6A:32-7	Student records
<u>N.J.A.C.</u> 8:59-11.1 <u>et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C.</u> 12:100-4.2	Adoption by reference

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

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., 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

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