

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

QUALIFICATIONS:

- School Administrator Certificate or Certificate of Eligibility
- Minimum of five (5) years experience in administration
- A comprehensive understanding of the development/revision of job descriptions and interpreting contract language and administering contracts
- Ability to interpret and administer various collective bargaining unit agreements
- Knowledge and/or experience in school/community relations, practices and procedures
- Knowledge of personnel practices and procedures
- Demonstrated ability as an effective leader
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Superintendent

SUPERVISES: N/A

JOB GOAL: Administration of the school district personnel functions. Develops and coordinates school district community relations program.

PERFORMANCE RESPONSIBILITIES:

1. In cooperation with central office administrators and building principals, recruits, screens, interviews, and recommends candidates for employment, and also evaluates for continued employment all certified staff members.
2. Coordinates the orientation of substitute teachers, bus drivers and aides.
3. Coordinates the student teacher and practicum program placements.
4. Coordinates and implements mentoring program for new teaching staff.
5. Establishes and maintains appropriate personnel records for all staff members. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
6. Keeps informed of governmental statutes, regulations and rules relating to personnel administration.
7. Assists in development, revision and interpretation of policies, regulations, and procedures.
8. Communicates all information regarding personnel policies and procedures for staff members interpreting content as required or requested.
9. Collaborates on placement decisions with administrative team.
10. Prepares performance-based job descriptions for new staff positions and coordinates the
11. Develops and coordinates a comprehensive program of professional staff evaluations.
12. Provides in-service to administration in improving the staff evaluation functions.
13. Monitors and consults with administration in relation to staff members' performance.
14. Observes/evaluates staff members as requested by administrators.
15. Serve as a resource person on the district's employee benefit and leave programs.
16. Serve as a resource person for negotiations and the administration of collective bargaining unit agreements.
17. Serve as District Anti-bullying Coordinator.
18. Serve as District Title IX Coordinator.
19. Serve as District Affirmative Action Officer.

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20. Supervises and evaluates Personnel Office Staff.
21. Assumes responsibility for own professional growth and development.
22. Perform other duties as assigned by the Superintendent or designee.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support/certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 2/15/1996

Revised: 11/3/2010

6/27/2012

9/9/2020