

JOB DESCRIPTION

I. TITLE

Director of Personnel (Human Resources)

II. PRIMARY FUNCTION

To be responsible for the overall personnel program of the school district including the recruitment, screening and hiring of certified and non-certified employees in order to meet the needs of the district in providing instructional and non-instructional staff

III. REPORTS TO

Superintendent of Schools

IV. SUPERVISES

Human Resources staff

V. QUALIFICATIONS

- Master's Degree – with emphasis in personnel administration preferred
- Three (3) years' experience in public or private sector administration, supervision or personnel management preferred
- Certified or eligible for certification as school administrator, principal or supervisor – or as required by the State of New Jersey
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Direct the recruiting process for all certified and non-certified positions
- Direct the screening, interviewing and selection process for vacancies in all certified and non-certified areas of employment
- Direct the evaluation process for all certified and non-certified personnel
- Direct the program/process for providing required substitute personnel in all certified and non-certified areas
- Interpret and analyze personnel issues/provisions relative to labor agreements and coordinate the process for handling all employee grievances
- Assist in negotiations with all collective bargaining units as directed by the Board of Education/Superintendent
- Direct and supervise the maintenance of employee insurance programs, including health care insurance, workers' compensation and unemployment insurance
- Direct the processing of forms and materials related to certification, employment contracts, resignations, transfers, leaves of absence, etc.
- Direct the maintenance of all staff personnel records
- Develop and maintain job descriptions for all certified and non-certified positions
- Develop and maintain a communication network with employees, e.g., newsletters, job postings, recognition awards, etc.
- Prepare performance reports for personnel who report directly to personnel administrator
- Perform such duties as may be assigned by the Superintendent or designee

VII. TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

