

Attachment C-2

DIRECTOR OF HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT

- Title:** Director of Human Resources and Professional Development
- Qualifications:**
1. New Jersey School Administrator Standard Certificate or Certificate of Eligibility
 2. Successful Principal or Supervisor Experience
 4. Successful Teaching Experience
 5. Knowledge of Personnel or Human Resources Laws, Policies, Regulations, and Procedures.
 6. Knowledge of Best Practices in Professional Development
 7. Knowledge of Federal and State Mandatory Employee Training
- Primary Function:** Oversees the implementation of all diversity, equity, and inclusion policies, regulations, procedures, programs, and activities; and the thorough and efficient administration/supervision of professional development and required training for all staff in the school district.
- Reports to:** Superintendent of Schools

Major Duties and Responsibilities

Personnel

- Collaborate with the District Evaluation and Assessment Committee on the adoption and implementation of state mandated and locally developed personnel appraisal standards and instruments.
- Oversee the recruitment-of all certificated and non-certificated ~~substitute~~ staff.

Culture and Climate

- Coordinate and facilitate all District School Culture and Climate Committee Meetings, which includes the preparation of meeting agendas and the distribution of meeting minutes or summaries.
- Facilitate the collaborative development of a district culture statement, which defines the culture of the school district and community and matches the identified values of the school community with those that we look for in the staff when we hire and develop.
- Work collaboratively with the central and building administration to establish, monitor, and regulate a district climate that is conducive for student learning and professional growth.

Diversity, Equity, and Inclusion Officer (DEIO)

- Oversee the district's efforts in cultivating a supportive, diverse, and inclusive environment and culture for all staff members throughout the Sayreville Public School District.
- Provide strategic leadership in the areas of diversity, inclusion, equity and justice.
- Create, develop and serve on a District Diversity and Equity Committee.

- In collaboration with the Personnel Services Coordinator and the district and building administration, improve effectiveness in recruiting and retaining diverse faculty and staff.
- Work with faculty members and leadership teams to create professional development for staff that will work toward the goal of achieving greater insight into race, gender, ethnicity, nationality, and diversity.
- Align the district's practices in the areas of diversity, inclusion, equity and justice inspired by the mission and values of Sayreville Board of Education.
- Act as a liaison to and develop strong relationships with the various diversity groups in the community.
- Plan, develop, implement, and market diversity, equity, and inclusion focused education programs, activities, and events for faculty and departments.
- Develop workshops and trainings with a strong focus on ensuring faculty professional growth in understanding the role of social and cultural factors in teaching and learning.
- Remain current with issues pertaining to diversity and equity that may affect staff and students.
- Collaboratively facilitate the review, alignment, and development of BOE policies and regulations and district and building procedures and practices to reflect diversity, equity, and inclusion.
- Review communications, job descriptions, social media, and internal documents to ensure compliance with state and federal regulations.
- Conduct substitute trainings inclusive of the topics of diversity, equity and inclusion.
- Collaboratively facilitate the review, alignment, and development of curriculum, programming, coursework, activities and resources to reflect diversity, equity, and inclusion.
- Closely monitor student participation in the talented and gifted program in the elementary school, honors and advanced placement courses at the middle and high school, as well as other co-curricular programs and activities to ensure proportionate representation by student demographic subgroups and to identify potential barriers it.
- Closely monitor high school graduation rate, as well as post-secondary outcomes to ensure proportionate representation by student demographic subgroups and to identify potential barriers it.
- Collaboratively monitor student eligibility and placement in special education and related services, as well as and dropout rates, in order to identify and prevent disproportionality by student demographic subgroups.
- Collaboratively monitor student discipline in order to identify and prevent disproportionality by student demographic subgroups.
- With the SIS Manager, collect, complete and enter all information for annual state and federal Civil Rights Compliance Reports.
- Ensure the collaborative development and revision of the District Comprehensive Equity Plan

Affirmative Action Officer (AAO)

- Investigate and process all Affirmative Action complaints and grievances reported by staff.
- Conduct annual AA and EOEC trainings for certificated and non-certificated staff and attend applicable NJDOE trainings.

Professional Development:

- Oversee the planning and delivery of effective professional development programs that improve teaching outcomes and student learning and increase leadership capacity.
- Work cooperatively with the Assistant Superintendent of Curriculum and Instruction and District Staff Development Committee to plan, coordinate, and implement district In-Service and Professional Learning Community (PLC) Days.
- Oversee the coordination of the Sayreville University New Teacher Induction; Curriculum, Instruction, Technology Initiative; and Leadership Academy programs.
- Coordinate and facilitate all District School Improvement Committee Meetings (DScIP), which includes the preparation of meeting agendas and the distribution of meeting minutes or summaries.
- Ensure the preparation of the district Professional Development Plan (PDP) and ensure the development of school and individual certified staff member PDPs.
- Ensure that each certificated staff member is participating in a PLC in accordance with all state DOE regulations regarding such.
- Oversee the district provisional teacher and mentoring program, prepare and submit the annual NJDOE Mentoring Plan, and coordinate all training for new teachers and mentors.
- Oversee the state mandated training program and ensure that all staff members complete assigned mandatory training via the Global Compliance Network (GCN) or faculty/department meetings.
- Oversee and coordinate the placement of all student teachers, internships/externships, and classroom observations.

Additional Duties:

- Observe certificated teaching and non-teaching staff members.
- Maintain good public relations with the community.
- Maintain consistent lines of communication with the Superintendent, Business Administrator, Assistant Superintendents and other administrators, making them aware of existing and potential problems.
- Assume the responsibility for the implementation and observance of all Board of Education policies, regulations, and administrative procedures.
- Perform other related duties as assigned by the Superintendent of Schools and/or requested by the Board.

Terms of Employment: Twelve month position.

Evaluation Criteria: In accordance with provisions of the Board's policy on Evaluation of Professional Personnel

Approved by: Sayreville Board of Education

Adoption/Revision Date: June 15, 2021