



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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TITLE: Director of Human Resources  
REPORTS TO: Superintendent  
QUALIFICATIONS:

1. Required to possess a valid New Jersey School Administrator and/or Principal Certificate.
2. Knowledge of principles, practices, and trends in public personnel administration in such areas as recruitment, classification, wage, and salary administration; related provision of laws including the New Jersey Education Code.
3. Possess effective techniques in managing employee relations.
4. Knowledge of school district educational and administrative functions; principles and practices and trends in public personnel administration.
5. Knowledge of Federal, State, and local statutes and Education Code provisions.
6. Familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements, and approaches to collaboration.
7. Demonstrated ability to work effectively in the areas of personnel management.
8. Strong leadership and communication skills and ability to plan, organize, and implement personnel programs.
9. Compliance with all statutory regulations and district requirements for securing public school employment is required.

### GENERAL DESCRIPTION:

The Director of Human Resources will be responsible for managing and supporting the assessment of the district's organizational needs and the design, implementation and evaluation of programs that facilitate the professional development and continuous learning of all staff members. Responsible for the administration of the department including systems for hiring, placement of personnel, promotion, evaluation, employee discipline, compensation, contract interpretation, employee relations, personnel record keeping and staff development in accordance with state and federal regulations, district policies and collective bargaining units. The position will conduct a full recruitment effort in sourcing the best talent for the district as well as maintaining effective programs for retention, promotion and succession planning.

### ESSENTIAL JOB FUNCTIONS:

1. Administers all procedures and policies relative to both the certificated and non-certificated personnel programs of the district in conformity with the requirements of appropriate Federal and State laws including the New Jersey Education Code and local Board Policy.
2. Oversees state mentoring compliance and district mentoring of newly employed professional staff.
3. Manages all personnel actions, assignments, transfers, reassignments, promotions, demotions, and dismissal of personnel.
4. Works with other administrators to develop and implement procedures for observation and evaluation of all staff.
5. Develops, implements, and administers the management-labor relations area of the personnel program in an effort to improve labor relations.
6. Manages the district's recruitment and selection efforts including identifying criteria for selection, advertising and posting of positions, interviews and checking references,

verifying qualifications, and forwarding recommended new staff to the Superintendent of Schools.

7. Develops, initiates, and maintains effective programs for workforce retention.
8. Remains current on new trends and practices pertaining to grievance, legal matters, and conflict resolution.
9. Interprets Board Policies and Administrative Regulations in relation to Employer/Employee Relations and advises, directs, and assists as necessary in their implementation and ensures compliance with regard to all collective bargaining agreements.
10. Provides information requested during labor contract negotiations and provides assistance as requested.
11. Provides leadership and evaluates the work of the department staff.
12. Prepares fiscally responsible annual budget for the human resources office.
13. Serves as the resource person for information relative to the Education Code and legal regulations pertinent to personnel practices.
14. Supervises the substitute teacher recruitment and employment process.
15. Serves as an information resource for personnel considering changes in assignment, leave of absences, retirement, or other information.
16. Manages, when necessary, a reduction-in-force (RIF) program, following established timelines, procedures, and seniority rules as well as assists affected staff in understanding options and procedures.
17. Develops personnel policy proposals and recommendations.
18. Oversees the administration of district benefits and compliance with Federal, State, local and collective bargaining agreements, contracts, and district policy.
19. Facilitates the leave of absence program, ensuring compliance with state and federal regulations, collecting required paperwork, verifying eligibility, tracking time taken and maintaining contact with employees to monitor status.
20. Investigates problems as related to employee relations and provides guidance and recommendations for problem resolutions to administration and individuals.
21. Manages the worker's compensation administration and monitors trends and makes recommendations as needed to areas that may require additional training or safety updates.
22. Maintains personnel records and is responsible for completion of reports required by government and state agencies; conduct analyses for district and state reports.
23. Prepares agendas for and attends Personnel Committee meetings and any other Board meetings as requested by the Superintendent.
24. Performs other tasks as deemed necessary and assigned by the Superintendent.

WORK YEAR: Twelve-month employee  
DATE APPROVED: August 23, 2022  
APPROVED BY: Board of Education