

Union County Educational Services Commission

Job Description

Job Title: Human Resource Manager

Terms: 12-Month, Full-Time

Reports to: Superintendent of Schools

The Human Resource Manager is responsible for assisting the Superintendent of Schools in the administration of personnel programs for certified and non-certified staff in compliance with all local, state, and federal standards adopted by the Board of Directors.

Qualifications:

1. Earned bachelor's degree in business, communications, education, or another related course of study from an accredited college or university.
2. Minimum of 3-5 years of successful employment in human resources, personnel management, public school administration, or another related position.
3. Extensive knowledge of Federal and State laws related to personnel management.
4. Proficiency in Google Workplace applications and other computer software designed to facilitate record keeping, data analysis/management, and communication.
5. Adaptability and flexibility required to function in a fast-paced, changing environment.
6. Confidentiality and tact are required to handle sensitive employee matters.
7. Highly effective verbal/written communication and interpersonal skills needed to relate well with administration, staff, applicants, and local community members.

Responsibilities:

1. Assist the Superintendent with developing, evaluating, and disseminating HR policies, procedures, and job descriptions for the Commission.
2. Write and place job postings as needed (internal, internet, and newspaper).
3. Support the Personnel Office to ensure the organization of personnel records and continued compliance with licensing and other regulatory requirements.
4. Assist the Superintendent with the timely and accurate completion of local, County, and State reports related to personnel.
5. Liaison to teaching staff and administration with all questions related to personnel matters.
6. Advise administrators on sensitive and confidential personnel matters related to certificated and non-certificated staff.
7. Conduct exit interviews for all outgoing staff members.
8. Perform all other responsibilities related to Human Resources Management as assigned by the Superintendent.