

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
DIRECTOR OF PERSONNEL, NON-AFFILIATED

QUALIFICATIONS:

1. Chief School Administrator's Certification
2. Master's Degree required; additional degrees/coursework desirable.
3. Minimum of three years administrative experience; five years or more desirable.
4. Demonstrated knowledge, skills, and abilities in communication skills.
5. Demonstrated knowledge, skills, and abilities in labor law highly desirable.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To assist the Superintendent thoroughly and efficiently in the task of providing leadership in developing, achieving, maintaining the best possible educational programs and services by planning, coordinating and supervising the operations of the personnel practices of the school district and school facilities.

SUPERVISES:

District staff as assigned by the Superintendent.

REPORTS TO:

Superintendent of Schools

TERMS OF EMPLOYMENT:

Twelve-month year; salary and work year to be according to the current schedule in accordance with contract.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

1. Serves as a member of the district management team.
2. Serves as Affirmative Action Officer for Personnel Practices of the district and develops and maintains an Affirmative Action Plan.
3. Serves as a resource person to all Principals and helps resolve problems at the local school level.
4. Assists the Superintendent in conducting staff meetings with school administrators and other staff as needed in order to ensure consistent and effective district procedures and to interpret changes in Board policy or administrative rules, discuss developments and/or evaluate trends as they pertain to staff.
5. Assists the Superintendent of Schools in administering the evaluation of all certificated administrators in the school district.

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6. Assists, as necessary, the Superintendent and Board in the processing and adjudication of all grievances, including attendance at arbitration sessions with Board counsel.
7. Assists in planning and implementing district in-service programs for administrators, teachers and non-academic personnel.
8. Directs the procedures and oversees the proper evaluation of all personnel needs of the school system.
9. Maintains close contact with all departments and schools in planning and anticipating personnel needs of the school system.
10. Plans, directs coordinates, and participates in recruitment of employees for the schools and the district as a whole.
11. Directs the procedure and participates in the screening and processing of applications of candidates.
12. Provides for interviews and recommends to the Superintendent consideration for appointments and for presentation to the Board.
13. Receives, reviews and processes requests for transfers in accordance with negotiated agreements and the needs of the district.
14. Counsels with employees to resolve complaints, difficulties and other matters related to personnel management, and works with principals on difficult or sensitive personnel matters.
15. Assists and/or conducts negotiations with bargaining units in accordance with directions from the Superintendent and/or the Board of Education.
16. Reviews, processes and advises all supervisory staff members, including the Superintendent, on grievances submitted by members of bargaining units.
17. Reviews all supervisory reports, and makes recommendations to the Superintendent as to continued re-employment or other appropriate status utilizing appropriate data from the building and/or central administrative staff.
18. Processes recommendations for termination of employees, assembling substantiating information for dismissal of employees, and arranging any necessary conferences.
19. Conducts, at times, entrance and exit interviews of personnel entering or leaving the district.

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20. Administers, for the Superintendent, all contract and salary schedules for personnel of the district.
21. Maintains an up-to-date application file of prospective candidates for all classes of employees.
22. Develops and maintains a system of personnel records for all school employees.
23. Prepares and maintains statistical information on all personnel, and submits the necessary statistical reports required by county, state and federal agencies.
24. Administers those phases of a personnel program that include records, reports, contracts, and certification.
25. Develops and plans, with building and district administrators, orientation sessions for the opening of school, particularly to new personnel.
26. Maintains updating and development of job descriptions for the various positions established by the Board of Education.
27. Assists the Superintendent in the evaluation of the supervisory staff.
28. Monitors the granting of professional leave in accordance with standards set forth by the Superintendent.
29. Develops procedures to improve staff performance, staff morale, staff attendance, etc.
30. Coordinates and provides substantial assistance to Board attorney and Board labor counsel in all legal cases related to personnel (e.g. unfair labor practices, increment withholdings, tenure charges, court/police jurisdictions, DYFS, etc.)
31. Assists the Superintendent in conducting research, planning, and development, evaluation/assessment, and reorganization efforts of the district in order to continually upgrade effectiveness in meeting the educational needs of all students.
32. Remains abreast of developments and innovations in the field of education; attends professional meetings, workshops and conferences, discusses educational developments and problems of mutual interest with others in the field, both within and without the district as time and resources may permit.
33. Serves as the District Anti-Bullying/Learning Climate Specialist and develops and implements all required training of staff.
34. Carries out such other duties as may be assigned by the Superintendent.

DATE ADOPTED BY BOARD: October 22, 2012

AGREED TO BY INCUMBENT: _____

DATE: _____