



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Director of Human Resources

(Approved 5/21/2015, Rev. 04/28/2016, Rev. 04/08/2019)

Qualifications:

1. Advanced knowledge of federal and New Jersey state labor law
2. Understanding of recruitment and selection process in accordance with equal opportunity employment law
3. Experience in collective bargaining process
4. Familiarity with NJ provisional teacher program and mentoring requirements
5. Strong organizational and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. HR Certification Required

Reports To:

Superintendent of Schools

Job Goal:

To establish and maintain personnel programs and procedures that assure the attraction, selection, training, evaluation and retention of individuals that meet the highest standards for professional and support personnel; administers the district's personnel and employee relations' policies. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

1. Develops and administers various human resources plans and procedures for all company personnel.
2. Communicates changes in agency personnel policies and procedures and ensures proper compliance is followed.
3. Coordinates or conducts exit interviews to determine reasons behind separation.
4. Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.
5. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems
6. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow.
7. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors succession planning, employee relations counseling, outplacement counseling and exit interview; writes and places advertisements.
8. In conjunction with the Chief Academic Officer, develops and coordinates procedures for the observation, evaluation and development of professional staff



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Director of Human Resources

(Approved 5/21/2015, Rev. 04/28/2016, Rev. 04/08/2019)

9. Develops and implements procedures for the observation, evaluation and development of support staff
10. Oversees the development and implementation of the comprehensive equity plan
11. Prepares personnel portion of board of education meeting agenda's
12. Maintains personnel records and completes personnel reports required by federal or state agencies
13. Monitors staff attendance and develops improvement plans when necessary
14. Responsible for the district substitute service system
15. Under the direction of the Superintendent, and in coordination with the Business Administrator/Board Secretary, prepares for and participates in negotiations with employee organizations
16. Represents the Superintendent in the resolution of grievances filed on behalf of employee organizations
17. Administers, in collaboration with the Business Administrator, employee health benefit, wellness and safety programs
18. Monitors workmen's compensation claims and coordinates light duty assignments
19. Oversees unemployment claims and assists with appeals
20. Maintains district human resources website
21. Participates in the investigation and resolution of employee relations issues, and develops, recommends and initiates appropriate course of action for resolution
22. Effectively implements and utilizes a data processing system to log, store, obtain and analyze pertinent personnel data and information
23. Maintains and expands knowledge and understanding of existing and proposed federal, state and Department of Education laws/regulations affecting human resource management.
24. Identifies trends that could impact district objectives and/or operational resources. Interprets appropriate laws, regulations and policies while advising district employees.
25. Evaluates reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
26. Performs such tasks and assumes other responsibilities as assigned by the Superintendent
27. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

COMPENTENCIES:

1. Human Resources Capacity
2. Ethical Conduct
3. Strategic Thinking
4. Leadership
5. Decision Making
6. Financial Management

Employment conditions:



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Director of Human Resources

(Approved 5/21/2015, Rev. 04/28/2016, Rev. 04/08/2019)

Contract year:	July 1 to June 30
Job Family	District Supervisor (non-certificated)
Pay Grade/Compensation Structure:	G08
Evaluation:	In accordance with Board policy
Job Code:	9000