

# JOB DESCRIPTION

## **PATERSON** **BOARD OF EDUCATION**

**HUMAN RESOURCES**  
**1906 Human Resources Partner/Recruiter**  
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**JOB TITLE: HUMAN RESOURCES PARTNER/RECRUITER**

**REPORTS TO: Director of Human Resources**

### **NATURE AND SCOPE OF JOB:**

The Human Resources Partner/Recruiter will ensure that all human resource needs are met at the school and department level. This team will manage the staffing function for both instructional and non-instructional employee groups, including substitutes. The HR Partner/Recruiter serve as the first point of contact for principals and department leaders on all human resource requests and staffing issues including recruitment, selection, hiring, staffing, evaluation, development, and retention. They are responsible for ensuring principals and department leaders are responded to quickly and for ensuring that the resources and support from other appropriate departments are delivered accurately and within target timelines. HR Partner/Recruiter will utilize data and information to measure, monitor, and identify supports to principals and department leaders.

Under the direction of the Director of HR Support and Services, this position works closely with school and central office staff to proactively assess HR-related needs and implement actions that effectively develop and leverage organizational talent. The HR Partner/Recruiter will become experts in each school and will attend and participate in routine and strategic meetings at school and/or central office. The HR Partner/Recruiter will also provide support on day-to-day employee related concerns as they arise.

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### **QUALIFICATIONS:**

The Special Projects and Strategy Analyst responsibilities will include, but not be limited to the following:

1. Bachelor's Degree or equivalent professional experience.
2. General experience and knowledge of research around key human resource areas including recruitment, selection, retention, development, and evaluation.
3. Strong interpersonal and communication skills and experience.
4. Demonstrated success in providing high levels of customer service.
5. Ability to analyze and communicate analysis of data.
6. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.
7. Experience working effectively with a wide range of constituencies in a diverse community.
8. Master's Degree, preferred.
9. Experience in an urban school district, preferred.
10. Minimum three to five years' experience working in a Human Resource related area; or as a school based administrator / teacher.
11. Demonstrated success leading strategic educational program and reform initiatives.
12. Experience in project management, including the ability to identify, develop, and deploy resources across multiple initiatives.
13. Strong knowledge of talent management systems; experience building and leading human resource programs for a private or public sector entity.
14. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
15. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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16. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
17. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
18. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
19. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment interview.

### **EMPLOYMENT TERMS:**

The Human Resources Partner/Recruiter shall be employed under the following terms:

1. Work year of twelve months.
  2. Salary or hourly wage, benefits, and leave time as negotiated.
  3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).
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## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Human Resources Partner/Recruiter responsibilities will include, but not be limited to the following:

### **Strategic Human Resource Support and Planning**

1. Serve as principals' and department heads' single point of contact to provide thoughtful advice and guidance; includes brokering services and making connections between principals and other teams, as necessary, while retaining primary responsibility for ensuring that all needs are addressed and resolved.
2. Support principals and department heads in the planning for and assignment of staff, including projected vacancies, excess and transfer actions, and other HR implications of budgetary and staffing decision-making
3. Monitor, interpret, and provide school and department-level human resource data regarding teacher quality, turnover, absenteeism, and other significant levers in improving workforce excellence
4. Keep current with school student achievement data to ensure human resource needs are met to continually improve student outcomes

### **Human Resource Support and Execution**

1. Develop relationships and maintains regular contact with principals and department leaders through regular, proactive, and responsive communications
  2. Manage and oversee the staffing functions for all instructional and non-instructional areas
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3. Manage the reporting and coordination of applicable licensure and certification requirements for staff
  4. Strategically support their principals and other hiring managers with timely follow-through to implement highly effective recruitment, selection, evaluation and retention strategies, supporting and coaching them around talent development and performance management issues as needed
  5. Support and collaborate in the recruitment of staff to provide a pool of applicants for each open position
  6. Actively managing vacancies in order to reduce the time it takes to fill each position.
  7. Implement screening and selection procedures and finalize candidate eligibility before final processing
  8. Guide new hires through the on-boarding process to ensure timely completion which includes all hiring documentation and requirements are met
  9. Prepare reports for principals and District leadership to keep them apprised staffing issues
  10. Provide support and management oversight for all staffing policies and procedures for all employees in the district including instructional, non-instructional and substitute employees
  11. Utilize all HR information technology and adapt to new technologies quickly
  12. Utilize data to make informed decisions and support principals in HR management
  13. Liaison and collaborate with other teams within the Office of Human Resources to ensure the efficient and effective delivery of human resource services to school administrators
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14. Support effective ongoing professional development opportunities to help principals manage human resources, including “just in time” training to principals on human resource related topics as requested

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
  2. Occasional exposure to a variety of weather conditions.
  3. Exposure to heated/air conditioned and ventilated facilities.
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4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION

The Chief Human Resources Officer shall evaluate the Human Resources Partner/Recruiter in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
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Approved

  
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Date