

JOB DESCRIPTION

_____ PATERSON _____ BOARD OF EDUCATION

HUMAN CAPITAL
1913 Executive Director of Human
Capital Support and Services
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JOB TITLE: EXECUTIVE DIRECTOR OF HUMAN CAPITAL SUPPORT AND SERVICES

REPORTS TO: Assistant Superintendent for Human Capital, Labor Relations and Affirmative Action

SUPERVISES: Human Capital Support and Services Staff

NATURE AND SCOPE OF JOB:

The Executive Director of Human Capital Support and Services will lead the district's efforts to hire and support staffing to ensure the needs of Paterson's students and schools are met. Reporting directly to the Assistant Superintendent for Human Capital, the Executive Director will assist the Assistant Superintendent with overseeing a team responsible for supporting and building the capacity of principals and other hiring managers to ensure they are adequately prepared for handling all of the human capital needs within their schools and departments. The Executive Director of Human Capital Support and Services will communicate policy decisions; ensure a high-level of customer service from the team, and set goals and benchmarks with the Human Capital team. The Executive Director will also communicate regularly and serve as a member of the Office of Human Capital leadership team.

QUALIFICATIONS:

The Executive Director of Human Capital Support and Services shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Administrator endorsement (N.J.A.C. 6:11-9.3 and 9.6).
 2. Hold a Master's Degree in Human Resources or in the field of education from an accredited college or university.
 3. General experience and knowledge of research around key human capital areas including recruitment, selection, retention, development, and evaluation.
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4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary as well as strong interpersonal skills and experience.
 5. Five (5) years leadership experience in a public school environment preferred.
 6. Have excellent integrity and demonstrate good moral character and initiative.
 7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
 8. Demonstrated success in providing high levels of customer service.
 9. Management and Supervisory experience
 10. Ability to analyze and communicate analysis of data in collaboration with the Director of Employee Services.
 11. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.
 12. Experience working effectively with a wide range of constituencies in a diverse community.
 13. Experience in an urban school district, preferred.
 14. A minimum of three (3) or more years of professional experience related to Human Resources / Human Capital functions, preferred.
 15. Demonstrate success leading strategic educational programs and reform initiatives, preferred.
 16. Experience in project management, including the ability to identify, develop, and deploy resources across multiple initiatives, preferred.
 17. Extensive knowledge of talent management systems, experience building and leading human capital programs, preferred.
 18. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
 19. 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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20. 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.
21. 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.
22. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
23. 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 Executive Director of Human Capital Support and Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, leave time and conditions 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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

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The Executive Director of Human Capital Support and Services will:

1. Supervise and evaluate Directors and/or Supervisors.
 2. Ensure that the Human Capital Support and Services team establish and maintain strong, positive working relationships with principals and central office staff to implement highly effective recruitment, selection, evaluation and retention strategies, supporting and coaching them around talent development and performance management issues as needed.
 3. Administer all logistical requirements for the school district salary programs in conjunction with the School Business Administrator and/or the Assistant Superintendent of Human Capital Services, Labor Relations and Affirmative Action.
 4. Assume responsibility for providing up-to-date salary information on each district employee for budget preparation in conjunction with the School Business Administrator and/or Assistant Superintendent of Human Capital, Labor Relations and Affirmative Action.
 5. Prepare annual budgetary appropriations for the operations of the Human Capital Office of the school district.
 6. Administer the school district degree equivalency program.
 7. Monitor all salary accounts to assure that salary expenditures are maintained within budgetary allocation.
 8. Provide for the maintenance of up-to-date records of all personnel employed in the school district in collaboration with the Director of Employee Services.
 9. Implement the state required plan for affirmative action related to employment practices.
 10. Administer and coordinate all of the wage and salary programs in effect in the school district, including contract changes, and extra compensation.
 11. Administer and coordinate all aspects of the teacher program including recruitment, selection, salary program, and cost effectiveness.
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12. Conduct periodic assessment of current positions in determining classification of non-certified personnel.
 13. Review the supplemental benefits program for school district employees and may recommend changes in employee benefits in collaboration with the Director of Employee Services.
 14. Participate in the negotiations process as a member of the district negotiations team, upon request of the State District Superintendent and/or the Assistant Superintendent for Human Capital, Labor Relations and Affirmative Action.
 15. Disseminate to employees, information regarding fringe benefits, state statutes, Board policy and administrative rules.
 16. Assist in the preparation of a new employee packet of information for instructional and non-instructional personnel.
 17. Review and recommend changes where necessary in district personnel policy.
 18. In conjunction with the Assistant Superintendent for Human Capital Services, Labor Relations and Affirmative Action, assist, as needed, in contributing to policies/actions.
 19. Accept an active role in communicating and working with central administrative/supervisory personnel and principals, sharing ideas and solving problems dealing with resources and personnel.
 20. Work closely, collaboratively and cooperatively with Assistant Superintendents of School Administration.
 21. Participate in joint decision-making activities to maintain effective and efficient cross-divisional functions.
 22. Complete in an accurate and timely manner, all required local, state, and Federal reports.
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23. Prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendation.
 24. Direct the establishment/maintenance of records and files.
 25. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
 26. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
 27. Participate in appropriate in-service and workshop programs and attend any required meetings.
 28. Use computers and/or electronic equipment to fulfill job functions.
 29. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
 30. Ensure Position Control is appropriately aligned to District budget in conjunction with the Supervisor of Position Control and SMID.
 31. Support Human Capital Partners in assisting principals in the planning for and assignment of educational staff, including projected vacancies, excess and transfer actions, long-term Temporary Leave Replacement Teacher assignments, and other Human Capital implications of the principal's budgetary and staffing decision-making.
 32. Ensure that Human Capital Partners can support principals throughout performance management processes and collaborates with labor relations staff to ensure effective improvement or exiting of low-performers.
 33. Through process improvements and leveraging technology tools, ensure a high level of customer service as Human Capital Partners and Human Capital Coordinators strategically support their principals on all matters related to recruitment, selection, hiring, staffing, evaluation, development, and retention and be responsible for seeing inquiries through from start to finish.
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34. Build the capacity of the team around utilizing and leveraging data to inform decisions and supports to key customers.
 35. Collaborate with key subject matter experts, Assistant Superintendents, School Administrators and Instructional Leaders to develop and implement human resources policies that strengthen the ability of schools to attract and retain the best educators and staff members.
 36. Liaison with other teams within the Office of Human Capital to ensure the efficient and effective delivery of human resources services to school administrators.
 37. Assist principals and hiring managers in analyzing relevant Human Capital data regarding teacher quality, turnover, absenteeism, and other significant levers in improving workforce excellence.
 38. Support the recruitment of instructional staff through job fairs and other recruitment events and collaborate with the Director of Strategy and Recruitment and Retention on the implementation of the recruitment plan.
 39. Prepare reports and communication for principals and assistant superintendents to keep them apprised of Human Capital needs and staffing issues.
 40. Oversee counsel and assistance to school administrators on a broad range of human resource issues, including school employee staffing and retention, employee performance management, employee training and development, labor relations and employee relations.
 41. Oversee effective ongoing professional development opportunities to help principals manage human capital, including training to principals on human capital related topics, upon request.
 42. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
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43. Perform any duties that are within the scope of employment and certifications, as assigned by the Assistant Superintendent of Human Capital Services, Labor Relations and Affirmative Action, and not otherwise prohibited by law or regulation.
44. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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 Assistant Superintendent of Human Capital, Labor Relations and Affirmative Action shall evaluate the Executive Director of Human Capital Support and Services 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.



Approved

2/27/18

Date