

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

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1918 Director of Staffing and School
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JOB TITLE: DIRECTOR OF STAFFING & SCHOOL SUPPORT SERVICES

REPORTS TO: Executive Director of Human Resource Services

SUPERVISES: Human Resources Support and Services Staff

NATURE AND SCOPE OF JOB:

The Director of Staffing & School Support 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 Executive Director of Human Resource Services, the Director will oversee 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 Resources needs within their schools and departments. The Director of Staffing & School Support Services will communicate policy decisions; ensure a high-level of customer service from the team, and set goals and benchmarks with the team. The Director will also communicate regularly and serve as a member of the Office of Human Resources leadership team. The Director is responsible for meeting established hiring goals and objectives, and for metrics reporting, innovative recruitment strategies, retention initiatives, and the cultivation of external recruitment relations with local universities and community organizations.

QUALIFICATIONS:

The Director of Staffing & School Support Services shall:

1. Hold a Bachelor's Degree or higher from an accredited college or university.
 2. General experience and knowledge of research around key Human Resources 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. Management and Supervisory experience
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6. Ability to analyze and communicate analysis of data.
 7. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.
 8. Experience working effectively with a wide range of constituencies in a diverse community.
 9. Master's Degree, preferred.
 10. New Jersey Administrator Certification, preferred.
 11. Experience in an urban school district, preferred.
 12. Five (5) or more years of professional experience related to Human Resources / Human Resources functions, preferred.
 13. Demonstrate success leading strategic educational programs and reform initiatives, preferred.
 14. Experience in project management, including the ability to identify, develop, and deploy resources across multiple initiatives, preferred.
 15. Extensive knowledge of talent management systems, experience building and leading Human Resources programs for a private sector entity.
 16. Bilingual, preferred.
 17. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
 18. 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.
 19. 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.
 20. 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.
 21. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
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22. 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 Director of Staffing & School Support Services 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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Staffing & School Support Services will:

1. Ensure that the Human Resources Support and Services team establish and maintain strong, positive working relationships with principals and central staff to implement highly effective recruitment, selection, evaluation and retention strategies, supporting and coaching them around talent development and performance management issues as needed.
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2. Lead, project manage, and execute the effective and efficient delivery of the full range of Human Resources strategic programs, products, and services including the tracking and monitoring of progress against key goals and objectives.
3. Lead the department's efforts to identify, track, share, and leverage key HC metrics to advance the District's mission and strategic vision.
4. Oversee the annual hiring forecast projections to drive recruitment planning and focus.
5. Develop a strategic recruitment and retention plan to attract, screen, interview, and select the highest quality teachers and employees; plan will include measurable goals and objectives.
6. Design and manage recruitment initiatives, programs, and pathways for individuals to become Paterson Public Schools teachers and employees, with an emphasis on addressing higher need areas and subjects.
7. In partnership with the Human Resources Partners provide strategic assistance to schools toward optimal hiring decisions.
8. Actively promote use of technology for recruitment processes, champion the applicant tracking system project, and lead effort to develop tools and collect data for long range recruitment planning.
9. Support Human Resources Partners in assisting principals in the planning for and assignment of educational staff, including projected vacancies, excess and transfer actions, long-term substitute teacher assignments, and other HC implications of the principal's budgetary and staffing decision-making.
10. Ensure that HC Partners can support principals throughout performance management processes and collaborates with labor relations staff to ensure effective improvement or exiting of low-performers.
11. Through process improvements and leveraging technology tools, ensure a high level of customer service as HC Partners and HC Coordinators strategically support their

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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.

12. Support the Human Resources Staff Recruiter in establishing and maintaining recruitment and retention goals. Assist in recruitment of highly qualified instructional staff.
13. Assist the Human Resources Staff Recruiter with hosting job fairs and building professional relationships with Universities/Colleges.
14. Build the capacity of the team around utilizing and leveraging data to inform decisions and supports to key customers.
15. 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.
16. Liaison with other teams within the Office of Human Resources to ensure the efficient and effective delivery of human resources services to school administrators.
17. Assist principals and hiring managers in analyzing relevant HC data regarding teacher quality, turnover, absenteeism, and other significant levers in improving workforce excellence.
18. Prepare reports and communication for principals and assistant superintendents to keep them apprised of HC needs and staffing issues.
19. 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.
20. 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

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gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

21. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
22. 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.

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2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
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 Executive Director of Human Resource Services shall evaluate the Director of Staffing and School Support 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

Date