

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PERSONNEL

4623 Supervisor for Human Resources
Substitute Teacher Staff

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REVISED

JOB TITLE: SUPERVISOR FOR HUMAN RESOURCES SUBSTITUTE TEACHER STAFF

REPORTS TO: Chief Human Resource Officer

SUPERVISES: Designated Human Resources Office Personnel (Substitute Teacher Unit)

NATURE AND SCOPE OF JOB:

The Supervisor for Human Resources (Substitute Teacher Unit), working under the supervision of the Director of Human Resources, is responsible for supervisory, technical and advisory work in personnel and, in addition, supervises the overall daily activities of the Substitute Teacher office and staff.

QUALIFICATIONS:

The Supervisor for Human Resources (Substitute Teacher Unit) shall:

1. Have Professional Human Resources Training or Bachelor's degree in Human Resources or a related field from an accredited college or university.
2. Have at least three (3) years supervisory/administrative experience preferred.
3. Have excellent interpersonal skills.
4. Have experience working in a multicultural/urban environment.
5. Hold and maintain a valid driver's license with no serious violations.
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. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.

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10. 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 persons offense in accordance with 18A:6-7. 1.
11. 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.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. A minimum of three letters of reference from former employers, teachers, other professional sources.
3. Employment interview.

EMPLOYMENT TERMS:

The Supervisor for Human Resources (Substitute Teacher Unit) shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, 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.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor for Human Resources (Substitute Teacher Unit) shall:

1. Supervise the employment of District substitute teacher staff.
2. Process applications for County Substitute Credentials.
3. Be responsible for compilation of documents needed for collective negotiations.
4. Keep confidential all correspondences, reports and other documents relating to negotiation strategies.
5. Demonstrate willingness to substitute for other supervisors as needed and/or requested.
6. Monitor and update Certificate Status of all District substitute teacher staff to ensure they meet State regulations.
7. Recommend initial salary placement of substitute teacher personnel at the time of employment.
8. Conduct entrance orientation with new substitute teacher employees.
9. Monitor the assignments of district substitute teacher employees in consultation with District and building level administrators.
10. Review handbooks for all substitute teacher employees and recommend updating as needed.
11. Prepare and review evaluations for substitute teacher personnel.
12. Maintain and update job descriptions for substitute teacher personnel.
13. Supervise and assist in planning in-service training for substitute teacher personnel.
14. Provide job counseling to all substitute teacher personnel.
15. Supervise the creation and maintenance of all personnel files and employee database for substitute teacher personnel.
16. Assemble personnel action items for recommendation of the Director of Human Resources to the Superintendent of Schools for substitute teacher personnel.
17. Supervise and monitor the retrieval of time sign-in timesheets for accurate record keeping/attendance verification.

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18. Supervise and monitor processing of substitute teacher payroll.
19. Review extra compensation payrolls for substitute teacher personnel.
20. Generate report and prepare invoices for reimbursement by preschool centers.
21. Complete surveys pertaining to district substitute teacher personnel both for District use and out-of- state requests.
22. Compile and complete state reports involving substitute teacher personnel.
23. Compile and process criminal history review documents for substitute teacher staff.
24. Act as liaison between the Director of Human Resources and various District departments involving substitute teacher staff related issues.
25. Evaluate Human Resources members as directed by the Director of Human Resources and make any appropriate recommendations.
26. Apply and adhere to laws, regulations, and procedures governing public personnel administration.
27. Maintain and supervise activities as they relate to the District's automated substitute teacher calling system.
28. Assist the Department of Human Resources in projects, such as, the Annual Job Fair, Retirement Dinner, Teacher Recognition Dinner, New Teacher Orientation and etc.
29. Express ideas effectively in oral and written forms.
30. Establish and maintain effective working relationships with administration, department chairpersons, employees and the general public.
31. Analyze and interpret statistical data.
32. Use established payroll procedures.
33. Operate and maintain computer database.
34. Display the highest ethical and professional behavior in working with parents, school personnel, and outside agencies associated with the school.
35. Serve as a role model for staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic. Participate in appropriate in-service and workshop programs and attend any required meetings.

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36. Use computers and/or electronic equipment to fulfill job functions.
37. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
38. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
39. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

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.

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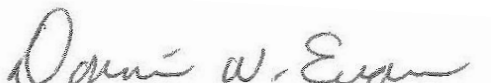
ENVIRONMENTAL DEMANDS:

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.
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 Resource Officer or his/her designee shall evaluate the Supervisor for Human Resources (Substitute Teacher Unit) in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved

7-1-2014
Date