

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PERSONNEL
4632 Supervisor of Staffing
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JOB TITLE: SUPERVISOR OF STAFFING

REPORTS TO: Director of Human Resource Services

SUPERVISES: Human Resources Staff

NATURE AND SCOPE OF JOB:

The Supervisor of Staffing will work under the direct supervision of the Executive Director of Human Resource Services. The Supervisor of Staffing will be responsible for monitoring the staffing needs of all school locations and central office departments. The Supervisor of Staffing will act as liaison between the Human Resources Department, District Offices, and the Schools to determine staffing shortages and overages based on the district staffing model. The Supervisor of Staffing will create a first class and dynamic staffing system. In addition the Supervisor of Staffing will utilize real time data about student enrollment, staff attendance, employee leave information, and substitute usage to evaluate and plan for future staffing needs.

QUALIFICATIONS:

The Supervisor of Staffing shall:

1. Hold a Bachelor's degree from an accredited college or university, Master's degree preferred.
2. Have at least three (3) years of supervisory experience in Human Resources/Personnel or similar field.
3. Have the ability to collect and analyze data, perform research, and to prepare technical reports as requested.
4. Have experience with the staffing model used by the district to determine teacher to student ratios.
5. Have experience working in a multicultural/urban environment.
6. Hold and maintain a valid driver's license with no serious violations.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate interpersonal skills to relate well with staff, administration, and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing.

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10. Have the ability to work long hours in order to meet deadlines.
11. 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.
12. 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.
13. 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.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Official college transcripts.
3. Copy of NJ Certification, if available.
4. A minimum of three letters of reference from former employers, teachers, other professional sources.
5. Employment Interview.

EMPLOYMENT TERMS:

The Supervisor of Staffing 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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Staffing shall:

1. Monitor the staffing needs of all school locations and central office departments.
2. Act as liaison between the Human Resources Department, District Offices, and the Schools to determine staffing shortages and overages based on the district staffing model.
3. Use real time data about student enrollment, staff attendance, employee leave information, budget data and substitute usage to evaluate and plan for future staffing needs.
4. Coordinate information between student information systems, teacher scheduling information, Human Resources database, Budget data and Subfinder.
5. Assist in the supervision of the Human Resources Department.
6. Maintain confidentiality as it relates to all functions associated to the Department of Human Resources and the position of Supervisor within the Human Resources department.
7. Conducts Organizational Human Resources studies, analyzing position classifications, organizational structures, workflow, effective and related matters, and preparing written reports as appropriate.
8. Prepares all back-up data related to staffing issues and makes recommendations to the Executive Director of Human Resources Services.
9. Maintain up- to-date manual of Board Policies.
10. Conducts exit interviews of personnel leaving the District.
11. Participate in communicating and working with central administrative/supervisory personnel and principals, sharing ideas and solving problems associated with resources and personnel.
12. Complete all required federal, state and local reports accurately and in a timely manner.
13. Complete surveys pertaining to school district personnel for both school district use and for out of state requests.
14. Review and recommend changes where necessary in school district policy and regulations related to school district personnel.
15. Prepare clear and concise correspondence, reports and agendas to meet staff needs.

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16. Attend designated school district meetings – when required.
17. Effectively collaborate and work with administration, department heads, employees and the community.
18. Demonstrate a positive attitude, appropriate attire, grooming, and an effective work ethic.
19. Participate in appropriate in-service and workshop programs and attend any required meetings.
20. Participate in Recruitment Fairs, when required.
21. Use computers and/or electronic equipment to fulfill job functions.
22. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
23. 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.
24. 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.

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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.
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 Director of Human Resources shall evaluate the Supervisor of Staffing 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

1-23-2012
Date