

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**PERSONNEL**  
**4631 Personnel/ SMID Coordinator**  
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**JOB TITLE: PERSONNEL/SMID COORDINATOR**

**REPORTS TO: Executive Director of Human Resource Services**

**SUPERVISES: Assigned staff**

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

Under direction, the Personnel/SMID Coordinator manages SMID data systems, working with the Executive Director of Human Resource Services in assuring that the information in the database are valid as presented. This position will ensure maintenance of internal controls and data integrity. The Personnel /SMID Coordinator will work closely with the Supervisor of Recruitment and Hiring and the Human Resources Information System Manager.

This position also requires involvement with various areas on grant applications, budgeting, reporting and controls as it pertains to the Human Resource Services department.

### **QUALIFICATIONS:**

The Personnel / SMID Coordinator shall:

1. Hold a Bachelor's Degree in Accounting or related field from an accredited college or university.
2. Applicants who do not possess required education may substitute related experience as indicated.
3. Have a minimum of five (5) years of accounting, auditing or personnel experience.
4. Have experience in school district operations.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate excellent integrity, good moral character, sound judgment and ability to maintain confidentiality of information and assignments.
7. Exhibit positive, professional and interpersonal skills to relate well with administration, management, employees, staff, students, parents and the community.
8. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.

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9. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
10. 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.
11. 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.
12. 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.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

### **VERIFICATIONS 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.
4. Employment interview.
5. Official college transcripts.

### **EMPLOYMENT TERMS:**

The Personnel / SMID Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.

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3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Personnel / SMID Coordinator shall:

1. Perform the work involved in the installation, operation, and auditing of SMID.
2. Compile personnel reports using various data sources as required or requested. Conduct investigations, examinations, and review of SMID and related records upon request.
3. Work with schools and Administrators in gathering data regarding SMID related work.
4. Work with Supervisors with auditing needs for staffing, recruiting, hiring and employee benefits.
5. Work closely with the Supervisor of Recruitment and Hiring and Human Resources Information System Manager.
6. Participate in the review of data for compliance with state standards.
7. Apply and adhere to New Jersey laws and regulations for auditing in school districts, with positive audits the desired objective.
8. Use computers and/or electronic equipment to fulfill job functions.
9. Display the highest level of ethical, professional and confidential conduct in working with students, parents, school personnel, and outside agencies.
10. Continue professional education through reading, in-service and workshop programs; attend any required meetings.
11. Maintain and protect confidentiality of records/information about staff and assignments; use discretion and judgment when sharing information within legal confines.
12. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
13. Perform any duties and responsibilities as assigned by your supervisor 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, climb stairs as necessary.
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.
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.


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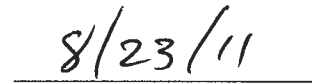
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### EVALUATION:

The Executive Director of Human Resource Services shall evaluate the Personnel/SMID Coordinator 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

  
Date