Tenafly PUBLIC SCHOOLS

CHIEF HUMAN RESOURCES OFFICER

Qualifications:

- Bachelor's degree in Human Resources or related field
- Demonstrated understanding of labor relations, employee investigations, and compliance
- Deep knowledge of New Jersey education laws, certification systems, and school Human Resources operations
- Proven leadership, communication, and problem-solving skills

Primary Function:

The Chief Human Resources Officer (CHRO) is a cabinet-level position that serves to provide strategic leadership and operational oversight of all human capital functions within the school district. The CHRO serves as a key advisor to the Superintendent on personnel matters and plays a critical role in building and sustaining a high-performing, student-centered workforce. This position ensures legal compliance, alignment with board policy, and implementation of best practices in human resources management.

Direct Report:

Superintendent of Schools

Specific Duties and Responsibilities:

Strategic Leadership & Cabinet Collaboration

- Serves as a key member of the Superintendent's Cabinet and works collaboratively with fellow cabinet members to ensure coordinated efforts across departments.
- Advises the Superintendent and prepares documentation and recommendations for renewal, non-renewal, dismissal, withholding of increment, promotion, or other personnel actions in accordance with established procedures and timelines.
- Ensures timely submission of required local, state, and federal reports related to personnel and compliance, as well as reports requested by the Superintendent.
- Leads strategic workforce planning and organizational design aligned to district priorities.
- Responds to HR trends, policy changes, and emerging workforce needs in public education.

Recruitment, Selection & Onboarding

- Directs the district-wide recruitment and hiring process across all job categories.
- Oversees onboarding and orientation to ensure employee readiness and retention.
- Maintains compliance with New Jersey Department of Education (NJDOE) certification and credentialing requirements.
- Serves as the Superintendent's designee in extending offers of employment.
- Oversees tracking of new hires through final Board of Education approval.

Employee Relations & Staff Notifications

- Manages employee concerns, complaints, and investigations involving staff conduct.
- Provides guidance to administrators on performance management, discipline, and due process. • Oversees mandated staff notifications, including:
    - Annual distribution of individual attendance data in accordance with state notification guidelines.
    - Notifications to the Superintendent from staff regarding arrests, charges, or adjudications, and follows through on required procedures.
- Serves as a liaison with legal counsel and union representatives on sensitive personnel issues.

Labor Relations & Contract Administration

- Serves as negotiator and/or advisor with the Superintendent in collective bargaining with all

employment units.
- Interprets and applies collective bargaining agreements; participates in mediation, grievances, and settlement implementation.
- Participates in the analysis and negotiation of new or revised extra-compensation positions, including stipends.
- Verifies and processes all extra-compensation contracts.

Talent Management & Evaluations
- Collaborates with the Assistant Superintendent to support and monitor evaluation systems, timelines, and procedures.
- Tracks tenure acquisition and ensures compliance with legal and contractual obligations.
- Designs systems for succession planning, professional growth, and leadership development. Compensation, Benefits & Leaves
- Oversees administration of employee benefits and retirement systems (TPAG/PERS).
- Ensures accurate salary guide placement, step advancement, and payroll actions.
- Administers leave policies and accommodations in compliance with federal, state, and board requirements (e.g., FMAL, NJFLA, ADA).

Certification & Compliance
- Manages certification verification (NJEdCert), criminal background checks, and mandated training.
- Ensures compliance with state and federal employment laws including EEO and ADA.
- Monitors alignment with NJQSAC standards and board policies. Human Resource Systems & Reporting
- Oversees applicant tracking and personnel data systems.
- Ensures data accuracy, security, and integration with the Business Office and Technology Department.
- Maintains organizational charts, staffing reports, and enrollment-based FTE analysis.

Board of Education Personnel Agenda
- Prepares the Personnel sections of the Board of Education agenda, including:
    - Appointments, leaves, transfers, resignations, retirements, and terminations.
    - Extra-duty and extra-compensation positions, including new proposals.
    - Contract renewals, non-renewals, and salary placements.
- Develops Board resolutions for personnel appointments and actions.
- Works with the Superintendent and legal counsel to finalize personnel agenda language.
- Ensures accuracy, confidentiality, and compliance in all board submissions.
- Responds to inquiries from board members after Board action.

Board and Committee Engagement
- Attends public and executive sessions of the Board of Education.
- Leads or contributes to the Board's Personnel Committee, presenting staffing updates, projections, and strategic recommendations.
- Provides reports, data, and expert analysis to support the Superintendent's communication with the Board.

Terms of Employment:
Exempt, 12-Month, District Administration

Evaluation:
Evaluated by the Superintendent of Schools in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:
July 21, 2025

Revised: