Tenafly PUBLIC SCHOOLS

HUMAN RESOURCES OPERATIONS COORDINATOR

Qualifications:

- Bachelor's degree required.
- Demonstrated experience coordinating or managing HR processes in a school district or comparable public-sector organization.
- Strong organizational, analytical, and project-management skills, with the ability to independently drive complex workflows to completion.
- Excellent interpersonal and communication skills, with proven ability to handle sensitive and confidential matters with discretion and sound judgment.
- Ability to manage multiple priorities in a fast-paced environment and collaborate effectively with district and building level administrators.
- Proficiency with HRIS platforms; experience with Genesis SchoolFi, Frontline, NJSLEDS, or similar systems strongly preferred.
- Working knowledge of employment laws, certification requirements, and school district HR operations.

Primary Function:

The Coordinator serves as a key leadership support role within the Human Resources Department and functions as the primary operational partner to the Chief Human Resources Officer. This position oversees and coordinates critical HR systems and processes—recruitment, onboarding, compliance, staffing data, personnel actions, and districtwide HR workflows—to ensure accuracy, timeliness, and alignment with Board policy, state regulations, and departmental goals.

The Coordinator plays a central role in enhancing the employee experience, supporting strategic HR initiatives, and ensuring the smooth functioning of HR operations across the district. This position requires a high level of autonomy, judgment, and confidentiality.

Direct Report:

Chief Human Resources Officer

Specific Duties and Responsibilities:

Recruitment, Hiring, and Onboarding

- Coordinate districtwide recruitment operations, including job posting strategy, vacancy management, applicant progression, and communication.
- Oversee applicant screening workflows and ensure timely collaboration with administrators during the hiring process.
- Manage and continuously refine the district's onboarding systems to ensure an efficient and welcoming new-hire experience.
- Ensure full compliance for all new employees, including CHRI processing, certification verification, I-9 documentation, and state-mandated onboarding requirements. ●
- Oversee substitute credentialing, onboarding, and compliance monitoring.

Contracts, Personnel Actions & HR Compliance

- Manage the preparation and issuance of contracts, salary notices, annual appointments, and Board-mandated personnel documents.
- Coordinate personnel transaction workflows between HR and the Business Office, ensuring accuracy of payroll changes and alignment with negotiated agreements.
- Maintain and oversee digital and physical personnel records in accordance with state law, district policy, and retention regulations.

- Monitor timelines, renewal/expiration cycles, and compliance checkpoints related to certifications, leaves, evaluations, and staffing assignments. HR Operations, Analytics & Strategic Support
- Serve as the CHRO's primary operational partner, supporting departmental planning, workflow efficiency, and high-level project coordination.
- Lead or support districtwide HR initiatives, audits, and process improvements that strengthen accuracy, compliance, and service delivery.
- Analyze HR data, staffing reports, and workforce metrics; prepare presentations and summaries for administrative decision-making.
- Provide professional support for investigations, employee relations matters, and performance management processes, including document coordination and case tracking.
- Respond to complex employee and administrator inquiries, ensuring timely, accurate, and professional communication.

Terms of Employment:
12-month, Non-Bargaining Unit Position.

Evaluation:
Annually and in accordance with Tenafly Board of Education policy

Board Approved:
December 15, 2025

Revised: