Tenafly PUBLIC SCHOOLS

HUMAN RESOURCES SPECIALIST/EXECUTIVE ASSISTANT

Qualifications:

- Bachelor's degree preferred.
- Strong organizational skills and high attention to detail.
- Excellent interpersonal and communication skills with the ability to handle sensitive matters professionally and confidentially.
- Ability to manage multiple priorities, meet deadlines, and work both independently and collaboratively.
- Proficiency with HRIS platforms; experience with Frontline, NJSLEDS, or similar systems preferred.
- Working knowledge of employment laws, certification requirements, or school district HR operations is a plus.
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law.

Primary Function:

The Human Resources Specialist/Executive Assistant supports the daily operations of the Human Resources Office and plays a key role in ensuring a smooth employee experience from recruitment through separation. This position is responsible for managing critical HR processes including recruiting, onboarding, compliance tracking, and personnel documentation. The ideal candidate is highly organized, collaborative, and committed to delivering professional, confidential, and responsive service to all employees and applicants.

Direct Report:

Chief Human Resources Officer

Specific Duties and Responsibilities:

Recruitment & Onboarding

- Coordinate end-to-end recruitment activities, including preparing job postings, advertising vacancies, and managing applicant communication.
- Assist with screening applicants and scheduling interviews.
- Conduct new-hire onboarding, ensuring timely collection and verification of required documentation.
- Manage criminal history records, certification/credential verification, I-9/ID processing, and required compliance paperwork for all new employees.
- Support substitute hiring, onboarding, and credential compliance.

Contracts, Compensation & Personnel Documents

- Prepare employment contracts, salary notices, and annual appointment letters.
- Assist with payroll change processing and coordination between HR and the Business Office. ● Maintain confidential personnel files in accordance with state law, district policy, and retention requirements.

Operational & Administrative Support

- Respond to employee inquiries.
- Assist with staffing analytics, annual reports, and HR metrics.
- Provide administrative support for investigations, employee relations, and performance management processes.
- Support special projects and continuous improvement efforts within the HR function

Terms of Employment:

12 month, Non-Bargaining Unit Position.

Evaluation:
In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:
December 15, 2025

Revised: