

# UNION TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:** Director of Personnel

**QUALIFICATIONS:**

1. N.J. Administrative Certification – Personnel experience required
2. Demonstrates experience in personnel management, labor law, and positional responsibilities.
3. Advanced level of verbal and written communication skills required.
4. Knowledge and supportive of personnel technology.
5. Ability to read, analyze and interpret technical data.
6. Ability to respond to inquiries or complaints from clients, regulatory agencies or members of the community.
7. Must possess the ability to present information in writing and verbally to management team, employees, public groups, and the Board of Education.
8. Familiar with collective negotiations process and procedures.
9. Must have excellent ability to calculate figures, analyze mathematical data and apply mathematics to practical situations.
10. Knowledge of employee health benefits
11. Knowledge of applicable leaves of absence
12. Responsible for screening of applicants/interview candidates

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To assist the administration in carrying out the goals of the Board of Education, coordinating the personnel, interface with payroll and budget for the Union Township Public Schools in such a way as to enhance the morale of the district personnel and promote the overall efficiency of the school system.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates all personnel matters of the Union Township Public Schools. Plan and coordinate a program for the recruitment, selection, and screening of employees.
2. Interfaces with district's labor negotiator to prepare for negotiations of collective bargaining agreements.
3. Develop and update annually an Employee Handbook.
4. Oversee compliance with employment laws and regulations.
5. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.
6. Create and distribute complete employee packets/information (new teachers)

7. Oversee and distribute annual contracts and notices to employees
8. Maintain contact with the board attorney as required and advise administrators accordingly.
9. Coordinate job description writing, revision, distribution and filing.
10. Complete unemployment request forms and defend the board's position in hearings.
11. Maintain adequate and legal records for district personnel.
12. Insure proper certification and qualifications for professional staff and maintain certification records.
13. Oversee all background investigations
14. Any other duties as assigned by the Superintendent

**TERMS OF EMPLOYMENT:**

Twelve-month year. Confidential employee. Salary to be determined and commensurate with experience.