



# WALL TOWNSHIP PUBLIC SCHOOLS

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**Title: Director of Human Resources**

**Qualifications:**

1. Appropriate New Jersey School Administrator Endorsement or Eligibility for same preferred; Principal's Certificate required
2. Masters Degree in Related Field
3. Exceptional writing, oral, interpersonal, and analytical skills
4. Knowledge of applicable laws, regulations and procedures governing school district personnel matters, collective bargaining and contract administration
5. Required criminal history background check and proof of US citizenship or legal resident alien status
6. Other qualifications or alternative qualifications as determined by the Superintendent of Schools

**Reports to:**

Superintendent

**Job Goal:** The Director of Human Resources & Compliance is responsible for the administration of the department, including systems for recruitment, classification, onboarding/ offboarding, evaluation, employee discipline, compensation, contract interpretation, employee relations, Affirmative Action, 504 Compliance (employees), personnel record keeping, all in accordance with state and federal laws and regulations, district policies and collective bargaining agreements.

**Performance Responsibilities:**

1. Administer all procedures and policies relative to both certificated and non certificated personnel programs of the District in conformity with the requirements of appropriate Federal and State laws including the Education Code and Board policy.
2. Serve as a member of the Central Office Team and works collaboratively with team members and other administrators in their respective areas of responsibility.
3. Manage and coordinate school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles, and job needs.
4. Ensure that all recruitment and selection procedures, including those for substitute employees, meet contractual and other legal obligations, certification requirements, and Board policy.
5. Coordinate all personnel actions, assignments, transfers, reassignments, promotions, demotions, discipline or dismissal of personnel.
6. Manage district-wide staffing profile.
7. Establish systems to maintain accurate personnel records for all employees that track



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- changes in assignments, promotions, transfers, discipline, tenure status, retirement, leaves, attendance, seniority status, and other related matters.
8. Establish procedures for the safe storing and integrity of all public and confidential records and ensure that the system of maintaining personnel records protects the due process right and privacy of individuals and complies with state and federal law and district policy.
  9. Develop and manage the Human Resources Office's budget in a fiscally responsible manner.
  10. Recommend and develop needed board policy and administrative regulations pertaining to personnel.
  11. Is cognizant of and reports to the Superintendent of Schools any possible conflict of interest in connection with the School Ethics Law regarding personnel or other related matters.
  12. Maintain current district job descriptions, provide for their periodic review, and ensure public postings are updated.
  13. Serve as the district's Affirmative Action Officer.
  14. Serve as the district's 504 Compliance Officer (for employees) in accordance with federal requirements.
  15. Work with district administrators to develop and administer a comprehensive staffing plan.
  16. Supervise a system of resolving grievances in accordance with collective bargaining agreements and law, follow established procedures, maintain accountability, and resolve issues in a fair and equitable manner.
  17. Represent the District, as required and appropriate, at grievance and arbitration hearings, court proceedings or in other legal or quasi-legal settings.
  18. Manage, when necessary, a reduction-in-force (RIF) program, following established timelines, procedures, and seniority rules.
  19. Gather and analyze data, as needed, to assist with contract negotiations.
  20. Supervise and ensure the timely completion, submission, and tracking of employee performance observations and evaluations in accordance with state regulations.
  21. Collaborate with other administrators in the planning and delivery of new staff orientations.
  22. Oversee the district electronic applicant tracking system, including job postings, data configuration, and routing to administrators.
  23. Conduct staff observations and evaluations in accordance with law, contract and Board policies, as required.
  24. Attend and participate in professional meetings at the local, state, and national levels.
  25. Maintain a client/consumer-friendly office atmosphere in which integrity, honesty and respect are conveyed and reinforced.
  26. Attend, as necessary, school board, board committee and other meetings, consistent with the scope of the position.
  27. Promote the development of effective school-based personnel practices and provide ongoing training toward that end.
  28. Prepare and submit reports as required by law and regulation, or as requested by the



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Superintendent of Schools.

29. Perform other duties as may be required by the Superintendent of Schools.

**Terms of Employment:**

Non-aligned, Certificated Staff 12-month position as specified in contract with the Board of Education

**Evaluation:**

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**Approved: May 18, 2021**

**Reapproved: April 26, 2022**