

**BRANCBURG TOWNSHIP SCHOOL DISTRICT**  
**Branchburg, New Jersey**

**JOB DESCRIPTION**

**Job Title:** Director of Human Resources  
**Reports To:** Superintendent of Schools  
**Contract Terms:** 12 Month Individual Contract, Benefits Eligible

**Job Goal:** The Director of Human Resources will plan, develop, and facilitate district policies and activities in relation to the Human Resource department ensuring legal compliance as well as implementation of the district's mission and strategic plan.

**Qualifications:**

- Master's degree in Human Resources or a related field
- Minimum of 5 years' experience in HR or a related field
- Highly developed interpersonal skills
- Knowledge of the laws, regulations, and procedures governing employment in the public sector.
- Knowledge of Human Resource Information Systems

**Skills:**

- Strong written and oral communication skills
- Ability to research and synthesize information related to contracts, statutes, policies, and/or regulations
- Proficiency with Microsoft and Google platforms.
- Ability to research, collect, and analyze data and to prepare technical reports on all phases of school personnel administration.
- Ability to present statistical data in an easily understood manner.

**Supervises:** Confidential Secretary - Health Benefits Coordinator

**Performance Responsibilities:**

Hiring, Employment, Training:

- Manage and maintain all aspects of the hiring process for certificated and non-certificated personnel.
- Ensure compliance with federal and state law.
- Collaboratively work with administration regarding interview processes, assisting in selection, and recommending candidates for employment
- Maintain updated record of staff assignments by school, grade level and department to identify shortages or staffing needs to administrators.
- Collaboratively work with superintendent and supervisors to identify strategies to recruit and retain staff members in areas of need.

- Prepare, process, maintain, and verify all New Jersey certifications and endorsements aligned to N.J.A.C. 6A:9B.
- Work collaboratively with administrators to maintain an update database of all required components within the evaluation system.
- Offer ongoing training and workshops to enhance teaching and leadership skills
- Provide professional support including oversight of the evaluation process, staff orientations, related professional development training and monitoring the provision teacher program.
- Provide training to staff and administrators in related Human Resources topics

#### Recruiting & Retention:

- Post internal and external postings of positions in accordance with the agreement with the BTEA and/or District guidelines.
- Recruit and interview prospective substitute teachers and substitute nurses.
- Recruit for prospective employees through job fair recruitment at colleges/universities and any other relevant organizations.
- Research and develop opportunities to recruit, retain, and promote a diverse/inclusive workforce.
- Update recruiting procedures and create new procedures, as needed.
- Develops new strategies and programs to attract candidates.
- Works closely with hiring managers to share best practices, provide assistance on critical needs, and coordinate on initiatives.
- Implement new sourcing methods as needed.
- Provide career coaching to current staff through a variety of education career paths.
- Ensure professional growth opportunities are provided for all staff.
- Keeps abreast of legislative, professional trends, and developments that impact well-being programs.
- Develops, evaluates, and implements new processes to ensure employees are informed of district and school employee wellbeing initiatives, programs and announcements.
- Collaborates with other District administration and programs of staff that relate to employee wellbeing, such as risk management, professional development, and engagement.
- Develop and implement effective relationships with other educational institutions to expand the candidate pool as well as provide growth opportunities for current staff.

#### Human Resources Administration:

- Create and maintain all personnel files.
- Create and update job descriptions as needed.
- Prepare Human Resources items for Board of Education meetings.
- Generate and submit all Human Resources required state reports as well as create/maintain internal reports.

- Manage the Human Resource Information Systems.
- Review department handbooks within the district and recommend updates as needed.
- Work in collaboration with the union president to follow the guidelines of the negotiated agreement to ensure compliance in Human Resource practices.
- Assist the School Business Administrator with the annual budget process.
- Act as liaison with the Business Office.
- Research, survey, and prepare information related to salaries, hiring, terminations, absences, etc.
- Prepare information for use by the Board of Education's negotiation team.
- Maintain and update Staff Directory and other manuals as required by the Superintendent.
- Maintain records of compliance for mandated trainings for all staff.
- Maintain updates of Standard Operating Procedures for Human Resources.
- Remain current in relevant board policies.

#### Employee Relations:

- Review and update district personnel policies as needed.
- Coordinate leave of absence requests from all employees including FMLA, NJFLA, and Unpaid Leaves.
- Hold interviews and conduct investigations when staff report any issues.
- Determine effective employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Provide exit surveys, summarize/analyze findings, and discuss trends and concerns with the leadership team.
- Administer and interpret bargaining agreements as well as provide labor relations support during contract negotiations.
- Act as a liaison between department managers and union representatives.
- Provide counsel to managers and supervisors regarding personnel practices, policy and employment laws.
- Work collaboratively with district leadership to meet the talent management needs of the district.
- Develop and implement performance focused employee relations strategies to assist in employee problem resolution, mitigate attrition, and improve overall job satisfaction.
- Analyzes information and data necessary to better the employee experience. This may include statistical data for union proposals, pay scales and wages, benefits, and other related areas.
- Uses surveys, interviews, and other studies to conduct research regarding human resource policies, compensation, and other employment issues.
- Monitor employee benefit trends in education to remain aligned and meet the needs of the current workforce.
- Provide training to administrators on effective employee relations strategies, conflict resolution, and fostering a positive work culture.

- Recognize and reward outstanding performance and achievements to promote a culture of appreciation and motivation.
- Promote well-being of all staff in the district through program offerings and resources.

**Evaluation**

- In accordance with state regulations and Board of Education policy.

**Board of Education Approved:** May 4, 2017

**Board of Education Approved Revision:** April 28, 2022

**Board of Education Approved Revision:** September 22, 2022

**Board of Education Approved Revision:** June 22, 2023

**Board of Education Approved Revision:** November 2, 2023