

JOB DESCRIPTION MANUAL

BOARD OF EDUCATION CLINTON TOWNSHIP

Central Office Administration

Title: Human Resources Coordinator - Confidential

Qualifications:

1. High School Graduate, College Degree preferred.
2. School business office experience is helpful.
3. Exceptional writing, oral, organizational, interpersonal, and analytical skills.
4. Proficiency in most computer technology applications, Google platform expertise, and use of automated office equipment.
5. Ability to maintain confidentiality and professionalism in interacting with staff, public, parents and Board Members.
6. Demonstrated organizational, communication and interpersonal skills.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

Certificate and Endorsement Requirements: None required

Reports To: Superintendent

Supervises: Not applicable

Job Goal: Under direction of the Superintendent, plan, organize, and manage a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee relations, and serve as an advisor to the Superintendent regarding employee matters.

Performance Responsibilities:

1. Plan, direct, and manage the human resources function for the district's certificated and classified employees.
2. Manage and coordinate school programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs.
3. Manage all procedures and policies relative to both the classified and certificated personnel programs in conformity with the requirements of appropriate Federal and State laws including the Education Code, and local Board Policy.
4. Manage the school's recruitment process, i.e., postings, advertising, approves openings, monitors process and confirms Board agenda personnel actions.
5. Recommend and develop needed Board Policy and Administrative Regulations.
6. Manage personnel records and staff files.

7. Manage and maintain the files in the Board Office.
8. Manage, maintain and update personnel tracking (sick/personal/vacation).
9. Update and issue employment contracts each year.
10. Manage "Movement Across the Guide" applications.
11. Manage internal notification of the retirement process.
12. Manage and maintain Maternity/Disability Leave of Absences.
13. Initiate Provisional Teacher Program applications.
14. Manage all required/necessary policies and regulations for new employees including, but not limited to the following:
 - a. Criminal History Clearance with the State (fingerprinting, etc.)
 - b. Obtain up-to-date health physical examination/Mantoux
 - c. Obtain all transcripts, certifications, etc.
15. Manage all substitute teachers/teaching assistants including, but not limited to the following:
 - a. County Substitute Certificate
 - b. Resume, references, and transcripts
 - c. Health information Interview process
 - d. Board approval
16. Workers Compensation/OSHA Reporting:
 - a. Manage employee incident report documentation and information related to workers compensation claims and maintain workers compensation files.
 - b. Prepares and submits annual district OSHA 300 report per federal regulations.
17. Support Superintendent and perform other related duties as may be assigned by the Superintendent.

Terms of Employment:	Salary for a 12 month position (July 1 through June 30).
Annual Evaluation:	Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.
Approved by:	Superintendent of Schools
Date:	April 1, 2022
Account Code(s):	11.000.251.100.900.000 - 100%