

**Assistant Director of Personnel**  
Position

**REPORTS TO:** School Business Administrator

**JOB GOAL:** Under the direction of the School Business Administrator, plan, organize, and direct a comprehensive human resources program, including, recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining. Serve as the principal advisor to the School Business Administrator regarding employee and labor relations matters.

**PERFORMANCE RESPONSIBILITIES:**

- 1) Plan, direct, and manage the human resources functions for the district's certificated and non-certificated staff.
- 2) Manages and coordinates school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs.
- 3) Administer all procedures and policies relative to both the certificated and non-certificated personnel programs of the district in conformity with the requirements of appropriate Federal and State laws including the New Jersey Education Code, and local board policy.
- 4) Coordinate all personnel actions: assignments, transfers, reassignments, promotions, demotions, non-renewals, and dismissals of personnel.
- 5) Coordinate the district's lay off and recall processes, when required.
- 6) Manage and maintain district-wide staffing profile.
- 7) Supervise the district's recruitment and selection efforts.
- 8) Plan and direct an ongoing program of research related to personnel administration as a means of keeping abreast of new theories, trends, and practice.
- 9) Manage and maintain the record-keeping system for performance evaluations of approved employees.
- 10) Plan and provide a program of specialized assistance in the handling of employee problems by keeping abreast of new theories, trends, and practices pertaining to grievances, legal matters, conflict resolution, suspensions, and terminations.
- 11) Interpret all Board policies, practices, procedures, and Administrative regulations and advise, counsel, direct and assist in their implementation, when necessary.
- 12) Recommend and develop new Board policy and administrative regulations, and revise existing ones, when necessary.
- 13) Establish and maintain cooperative relations with others.
- 14) Provide leadership for the Personnel Department staff.
- 15) Responsible for representing the district in the investigation and resolution of compliance issues and contractual disputes.
- 16) Responsible for employer/employee relations, labor negotiations, contract management, and grievance processing.
- 17) Plan and direct ongoing research into applicable personnel related laws in areas of concern to the School Business Administrator.

- 18) Represent the district at numerous compliance agency hearings including, but not limited to, judicial proceedings and PERC, EEOC, and Workers' Compensation Appeals Board.
- 19) Works with Board attorney and others regarding investigations and/or litigation, when necessary.
- 20) Conducts investigations involving complaints and/or allegations against district personnel.
- 21) Assists with the development of the annual budget.
- 22) Serves on the negotiation team for all bargaining units.
- 23) Manage the preparation of the Personnel Agenda of the monthly Board agenda.
- 24) Other duties may include supporting the School Business Administrator in monitoring/evaluating district major goals and objectives, attend board meetings and prepare such reports as the School Business Administrator may request, and perform other related duties as may be assigned by the School Business and/or requested by the Board.

**QUALIFICATIONS:**

- 1) Valid New Jersey certificate with Administrative endorsement.
- 2) Knowledge of: Principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and non-certificated employees, recruitment, examination, classification, and wage and salary administration; related provisions of laws including the New Jersey Education Code; concepts of occupations found in school districts; effective counseling techniques and human relations. Operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, local statutes, and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines, content of collective negotiation agreements and approaches to collaboration; contract law; risk management principles; and organizational psychology.
- 3) Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.
- 4) Strong leadership and communication skills and ability to:
  - a. Plan, organize, and direct the certificated and non-certificated personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and non-certificated collective negotiation agreements.
  - b. Supervise and train subordinates; assemble and analyze data and make appropriate recommendations to the School Business Administrator and the Board; work collaboratively with other departments, agencies, and work sites; relate and communicate with all members of the work force.
  - c. Represent the district in employer/employee contract negotiations; interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, Board policy, and collective negotiation agreements; improve and implement policies and procedures; work collaboratively with operating units, public officials, consultants, and the general public; communicate effectively, orally and in writing; problem solving ability.

- 5) Experience:
- a. Background which provides comprehensive experience in a personnel-related field; extensive personnel experience in public sector and educationally related or service organizations; minimum of seven (7) years' experience in a personnel related field, including three (3) years at a supervisory or management level, or
  - b. Background which demonstrates extensively progressive responsible administrative experience equivalent to ten (10) years in public sector and educationally related or service organizations, including five (5) years at a supervisory level
- 6) Required criminal history background check and eligibility to work in the United States.
- 7) All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).
- 8) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via applitrack.

**SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required.
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

**TERM OF EMPLOYMENT:**

Twelve-month work year

**SALARY RANGE:**

Unaffiliated; based on background, training, and experience.

Approved by the Montclair Board of Education on: 06/14/2023