

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Assistant Superintendent of Human Resources

**REPORTS TO:** Superintendent

**QUALIFICATIONS:** Eligibility Chief School Administrator Certificate or Certificate of Eligibility  
Building Level Administrator and/or Supervisor Experience  
Understanding of Labor Laws and Regulations  
Understanding of negotiations practices  
Understanding of recruitment and selection procedures and practices related to equal employment opportunity  
Ability to administer multiple collective bargaining agreements  
Strong organizational and communication skills  
Required criminal background check and proof of US citizenship or legal resident alien status

**SUPERVISES:** Principals  
Manager of Human Resources  
Secretaries

**JOB GOAL:** To establish and maintain personnel programs and procedures that assures the attraction, selection, training, evaluation, and retention of individuals who meet the highest standards for professional and support employees. Administers the school district's personnel and employee relations' policies.

## PERFORMANCE RESPONSIBILITIES

1. Under the direction of the Superintendent, and in coordination with the Business Administrator prepares for and conducts negotiations with employee organizations as assigned.
2. Represents the Superintendent in the resolution of grievances under the established collective bargaining Agreements.
3. In conjunction with the Assistant Superintendent/Chief Academic Officer develops a comprehensive program for staff development.
4. Coordinates and supervises the recruitment, selection, and assignment of all personnel in accordance with staffing needs.
5. Develops and coordinates procedures for the mentoring of all newly employed professional staff.
6. Develops and implements procedures for the observation and evaluation of non-tenure staff.

7. Develops and implements procedures for reemployment and tenure recommendations. Observes and evaluates staff as needed.
8. Coordinates the student teaching program.
9. Develops and administers inservice activities of certificated and non-certificated staff.
10. Serves as the district's Affirmative Action Officer and chairs the Affirmative Action Team.
11. Oversees the development and implementation of the Comprehensive Equity Plan.
12. Assists in the development of the annual school budget.
13. Assists in the preparation of litigation involving labor relations and/or personnel issues.
14. Maintains personnel records and is responsible for the completion of reports required by governmental agencies and authorities.
15. Advises the Superintendent on issues relating to the administration of employee safety, health, security, and benefits programs.
16. Directs and maintains the district's substitute service.
17. Prepares the Personnel portion of the Superintendent's Bulletin.
18. Maintains and updates the Job Description Manual. Submits new and changed Job Descriptions to the Board of Education for reading and approval at Board Meetings.
19. Monitors staff attendance and develop improvement plans when necessary.
20. Assists the Superintendent in fostering positive relationships between the schools, businesses, and community organizations.
21. Performs such tasks and assumes such other responsibilities as may from time-to-time be assigned.

Adopted: 10/13/94  
Revised: 2/10/00  
Approved: 5/12/09  
Revised: 9/24/09  
Revised: 3/22/16