

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Human Resources Assistant

REPORTS TO: Assistant Superintendent of Human Resources/
Manager of Human Resources

QUALIFICATIONS: Associate or Bachelor's Degree strongly preferred
Knowledge of NJ Labor laws and Regulations
Knowledge of NJ Teacher Provisional and Mentoring Programs
Knowledge of Certification Procedures and Regulations
Strong organizational and communication skills required
Criminal background check and proof of US citizenship or legal resident alias.

JOB GOAL: Under the direction of the Assistant Superintendent of Human Resources and the Manager of Human Resources, provide support and assistance to enhance the efficiency of the Human Resources Department.

PERFORMANCE RESPONSIBILITIES

1. Assists with developing, planning, and evaluating HR procedures and policies for the purpose of ensuring the department is operating effectively and efficiently.
2. Assists with the development of staffing proposals for the purpose of meeting District goals within budget considerations.
3. Assists with the audit of departments/school sites for the purpose of ensuring human resources practices are implemented as directed by District procedure, policy and/or state/federal regulation.
4. Assist with the administration of professional association agreements for the purpose of ensuring personnel practices are in compliance.
5. Collaborate with the Coordinator of External Programs for the purpose of aligning district hiring practices and assisting with the personnel budget for SKIP and PACE.
6. Assist with the screening and hiring of certificated and non-certificated staff.
7. Verify (vendor) invoices and assist with web-based attendance and applicant software programs.
8. Assist with coordinating and conducting the mentoring program for certificated staff.
9. Work collaboratively with the Manager of Human Resources, Business Office, and Manager of Information Systems – Operations to oversee the web-based software programs for employee attendance.
10. Works collaboratively with the Assistant Superintendent, Manager of Human Resources and Business Office in the preparation of the annual school budget.

11. Assist with the preparation and completion of all required forms for maternity leaves, leaves of absences, and retirements.
12. Primarily responsible for ensuring all paperwork is complete to ensure compliance with the new "Pass the Trash" legislation.
13. Assist the Assistant Superintendent of Human Resources and Manager of Information Systems collect data for Annual Staff Evaluation.
14. Assist the Assistant Superintendent with investigating grievances and/or complaints from employees for the purpose of reaching resolutions that provide a healthy work environment.
15. Assist the Manager of Human Resources with the preparation of resolutions for submission to the Superintendent's Bulletin.
16. Performs other duties as assigned for the efficient operation of the Human Resources Department.

Date Approved: June 14, 2018

JD/Central Office