

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Manager of Human Resources

REPORTS TO: Assistant Superintendent of Human Resources

QUALIFICATIONS: 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, establishes and maintains a comprehensive human resources program which includes implementation of personnel procedures and programs, training, and documentation to meet the highest standards for certificated and non-certificated employees.

PERFORMANCE RESPONSIBILITIES

1. Assists the Assistant Superintendent of Human Resources in the management of the human resources functions for the districts certificated and non-certificated employees.
2. Reviews and certifies state reports to ensure accuracy and compliance.
3. Assists with the screening and hiring of non-certificated staff.
4. Hires and trains all new substitutes.
5. Coordinates and conducts the mentoring program for certificated staff.
6. Works collaboratively with the Business Office to oversee the AESOP software for employee attendance.
7. Works collaboratively with the Business Office in the preparation of the annual school budget.
8. Prepares and completes all required forms for maternity leaves, leaves of absences, and retirements.
9. Performs other duties as assigned for the efficient operation of the Personnel Office.

Board Approved: July 24, 2014

Revised: March 22, 2016