

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

DIRECTOR OF PERSONNEL & OPERATIONS

QUALIFICATIONS:

1. Master's Degree
2. Chief School Administrator Certificate
3. Five years teaching experience
4. Central Office experience
5. Demonstrated ability to work collaboratively with colleagues and Community
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent of Schools

SUPERVISES: Human Resources Department Certified and Non-Certified Staff
Technology Department
Nursing Department

JOB GOAL:

To assist the Superintendent in the task of providing leadership in developing, achieving and maintaining the most effective programs and services for the district. Translates the goals and objectives of the district into educational terms that directly benefit each student.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in the development and carrying out of district-wide goals.
2. Assists the Superintendent in the determination of the types of programs needed by the district and prepares recommendations for administrative review prior to recommendation to the Board of Education.
3. Assists in interpreting programs, philosophy and policies of the district to staff, students and the community.
4. Conducts staff and administrative meetings as needed to explain district policy and programs, to review educational trends and to ensure consistency of staff understanding of the direction in which the district is moving.
5. Attends Board of Education meetings, preparing reports and agenda items for the board as the Superintendent may request.
6. Lead Administrative Liaison the Board of Education Personnel subcommittee:
 - a. Ensures accuracy of agenda items.
7. Recruit, assign, supervise, and evaluate certified and non-certified staff as required.

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8. Works collaboratively to prepare and monitor a fiscally responsible school budget that serves the needs of students and the community.
9. Oversees the Human Resources Specialist/Human Resources Department in:
 - a. New and substitute employee criteria.
 - b. Insuring accurate personnel files for contracts, correspondence, evaluations, tracking, transcripts, graduate credit increments and Stafford Education Units.
 - c. Hiring of substitutes to include approval letters and maintains current substitute lists.
 - d. Maintaining personnel in district electronic databases (Genesis, Frontline, Systems 3000).
 - e. Maintaining AppliTrack for postings, applications.
 - f. County substitute certificate applications.
 - g. Fall Staff Report.
 - h. Maintenance of social security database for information received from NJDOE regarding disqualified applicants/personnel.
 - i. Conducts orientation for new and substitute employees for AESOP, health benefits, etc.
 - j. Insuring compliance for staff training in the following areas: CPR, Affirmative Action, Right to Know.
10. Manages benefits administration, including the District's health, vision, dental, life, and disability insurance benefit plans for all employees.
11. Processes recommendations for the discipline and/or termination of employees, assembling substantiating information, and arranging and conducting, as needed, conferences and hearings.
12. District liaison to district substitute service vendor.
13. Supervises the AESOP substitute system.
14. Places advertisements, prepares mailings, and solicits applications for job openings via electronic and other means.
15. Assists in screening and reviewing job applications and identifies candidates. Schedules and conducts interviews.
16. Receives and responds to job inquiries.
17. Oversees the District NJSmart Coordinator.
18. Oversees the Technology Department:
 - a. Point person in charge of website; and
 - b. Create and oversee a technology plan.
19. Develops and maintains a system of personnel records for all school employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leaves, promotion, discipline, demotion, etc. Maintains an updated file of job descriptions and distributes them for announced job openings.
20. Monitors professional certifications and coordinates the processing of state credentials for professional employees.
21. Monitors and evaluates problems, conditions and needs of the Human Resources Department.

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22. Oversees the nursing department.
23. District liaison with contracted school doctor.
24. Oversees the district security department:
 - a. Works with Security Coordinator;
 - b. Send guidance to administrative team a information becomes available
 - c. Observe Drills in the district;
 - d. Make recommendations to the Superintendent and BOE for improvements on school safety; and
 - e. Oversee district security improvement plan.
25. Title Grants:
 - a. Work with administrative team to collect appropriate data to input; and
 - b. Oversee submission and execution of the grant funding.
26. District liaison to contracted before care and after care programs.
27. Oversee any special projects and district initiatives as assigned from the Superintendent's Office.
28. Oversee PreK - 12 school registration.
29. Performs other administrative duties and responsibilities as directed by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement required
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for non-citizens

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| N.J.S.A. 18A:28-5 | Tenure of teaching staff members |
| N.J.S.A. 18A:28-8 | Notice of intention to resign required |
| N.J.S.A. 18A:37-2 | Discipline of pupils |
| N.J.A.C. 6:3-3.1 et seq. | Condition for employment of teachers |
| N.J.A.C. 6:3-4.1 et seq. | Supervision; observation and evaluation |
| N.J.A.C. 6:3-4A.4 | Requirements of physical examinations |
| N.J.A.C. 6:3-5.1 et seq. | Seniority |
| N.J.A.C. 6:8 | Through and efficient system of free public schools |
| N.J.A.C. 6:11-3.1 | Certificate required |
| N.J.A.C. 6:11-3.9 | Oath of allegiance required |
| N.J.A.C. 6:11-3.10 | Citizenship required |
| N.J.A.C. 6:11-5 | Requirements for instructional certificate |
| N.J.A.C. 6:11-6 | Endorsements on the instructional certificate |
| N.J.A.C. 6A:7 | Managing for equality and equity in education |
| N.J.A.C. 6A:8 | Standards and assessment |
| N.J.A.C. 6A:24-6.1 | Implementation of required programs in secondary schools |