

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

### **HUMAN RESOURCES COORDINATOR**

#### **QUALIFICATIONS:**

1. High School diploma
2. Minimum of 3 years' experience in central or school office work.
3. Demonstrate excellent leadership and organizational skills.
4. Demonstrate the ability to communicate effectively, both orally and in writing.
5. Ability to exercise discretion and diplomacy in dealing with confidential and sensitive matters.
6. Demonstrates strong analytical and human relations skills.
7. Strongly proficient in Google Apps, Microsoft Word, Excel and various programs that are integral to the position.
8. Strong knowledge of Systems 3000, AppliTrack System and AESOP a plus.

**REPORTS TO:** Superintendent of Schools

#### **JOB GOAL:**

Oversees all aspects of the Human Resource Department including employee records, including status updates, terminations, and new hiring. Handles the collection of employee information of reports and ensures data is correctly entered into the district's personnel recordkeeping system. Must be familiar with District practices and procedures.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Coordinates, with Administration, the personnel needs of the District.
2. Handles postings/advertisements via web-based application, email, external sites and any other venue as needed. Provides proper distribution and notification to all District staff internally for all needs of the District.
3. Handles correspondence to all potential candidates (i.e., regrets, approvals, availability) with the exception of substitute teachers.
4. Handles the input of personnel information and personnel motion of the Board of Education committee meeting agenda.
5. Schedules meetings with all new hires prior to the start date to complete all necessary paperwork.

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6. Advises personnel committee members of dates and locations of upcoming interviews as requested by administration.
7. Maintains System 3000 Personnel Database and works closely with the Payroll Specialist and Payroll/Benefits Specialist to ensure an accurate record keeping system.
8. Handles all personnel inquiries from employees.
9. Maintains central localized job postings.
10. Maintains job posting qualifications for all positions.
11. Responsible for tracking all employee leaves (i.e., maternity/medical/personal/sabbatical) in tandem with the Payroll/Benefits Specialist with proper notification to administration.
12. Maintains proper certification records on all certified employees.
13. Criminal History:
  - a. Provide and update appropriate criminal history review (CHR) paperwork to new employees (via Administration) in order to obtain necessary approval.
  - b. Keep a log of employee's names and personal information sent for CHR.
  - c. Keep a log of all employee's criminal history clearance.
  - d. Check for employee's criminal history approval via online process.
  - e. Provide local DOE County Office with information for emergent hires and track approvals while maintaining a log of emergent hires to ensure maximum percentage ratio by District is within compliance.
  - f. Transfer information for those substitutes and bus drivers that work in other districts.
  - g. Keep a log of all CHR rejections as advised for the local County Office and NJ Department of Education.
  - h. Inform the CHR Unit of the steps being taken for employees that have been found ineligible for public school employment.
  - i. Inform the CHR Unit of final disposition of any applicant's employment that is found ineligible for public school employment.
14. State Reports:
  - NJ Smart Reports:
  - Staff Management Identification:
    - a. Maintains employee NJ Smart Staff Management Identification (SMID) information.

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- b. Enters new employees into the NJ Smart system.
  - c. Updates employee SMID information with regard to name changes, status changes and termination.
  - d. Prepares yearly SMID snapshot report to upload to NJ Smart of all pertinent employee data in preparation for final reporting.
  - e. Prepares final SMID report as it correlates with the snapshot taken previously for accuracy.
- Staff Report:
- a. Maintains assignment records for all employees under NJDOE code guidelines.
  - b. Ensures accuracy for export for yearly fall NJ Smart report.
  - c. Certifies final report.
- Staff Evaluation Report:
- a. Maintains staff evaluation file as directed by administration in anticipation of export.
  - b. Compiles any missing data.
  - c. Prepares for final export to be uploaded to NJ Smart.
  - d. Certifies final report.
- State Matrix Report:
- a. Works with local DOE County Office to settle any assignment discrepancies.
  - b. Deciphers all data provided by DOE to ensure proper assignment in relationship with employees certification.
- ESCT Report:
- a. Works with administration in the evaluation of certified staff SGP scores for all elementary and middle schools.
  - b. Updates scores for certified staff as advised by administration.
  - c. Certifies each schools reports, individually as directed by schools administration.
15. Prepares personnel reports as requested via the Business Administrator in preparation for yearly audit, i.e., compensation sick report, hires/terminations, salary reports, etc.
16. Prepares yearly seniority reports as per BEA guidelines.

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17. Contracts:

- a. Prepares contracts for all contracted employees as directed by Superintendent/Business Administrator.
- b. Distributes contracts to staff for signature.
- c. Collects contracts to distribute to necessary parties for signatures.
- d. Distributes signed contracts to staff.
- e. Files contracts accordingly.

18. Maintains certified staff report in Systems 3000.

19. Works with Accounting Specialist in maintaining correct account and Unique Position Code for each contracted employee.

20. Prepares and facilitates Systems 3000 Personnel Rollover Year-End function to move district into the upcoming school year.

➤ Prepares the following reports:

- a. Job Title Report
- b. Salary Composite Report
- c. Contract Days Summary Report
- d. Attendance Reports
- e. Assignment Report
- f. Certification Report
- g. Medical Cost Coverage Report
- h. Medical Coverage Report
- i. Unique Position Control Report

21. Backs up System 3000 Personnel System daily.

### **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 non-certified staff.

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### LEGAL REFERENCES:

- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts  
N.J.S.A. 18A:6-7.1-7.5 Criminal history record; employee in regular contact with pupils;  
grounds for disqualification from employment; exception  
N.J.S.A. 18A:12 School Ethics Act  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:17-13 Assistant and acting secretaries; appointment, powers and duties  
N.J.S.A. 18A:17-14 Clerks in the secretary's office  
N.J.A.C. 6A:32 District operations