

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

- Title:** District Director of Human Resources
- Qualifications:** Master’s Degree or Doctorate in Educational Leadership required
New Jersey School Administrator Certification required
Minimum of 5 years of prior successful administrative experience required
Other qualifications as determined by the Superintendent of Schools
- Reports To:** Assistant Superintendent of Human Resources and Operations
- Job Goals:** To serve as District Director of Human Resources for certificated and non-certificated staff, administration and labor relations. Assist administrators in their roles as educational leaders to effectively recruit, hire, evaluate, and retain staff.
- Performance Responsibilities:**
1. Establishes and maintains appropriate personnel records for all staff members.
 2. Keeps informed of statutes, regulations and rules relating to personnel administration.
 3. Coordinates the employment procedures for all personnel.
 4. Prepares absence reports for the Board and school administration (sick leave, personal leave, etc.).
 5. Create Personnel Report for monthly BOE Agenda.
 6. Set salary for new employees.
 7. Maintains a file of applicants for positions on a register of substitutes.
 8. Check and confirm certifications for all employees
 9. Serve as the District Affirmative Action Officer and Comprehensive Equity Plan Committee Chair.
 10. Oversee personnel requests for absences and coverage, including administrators.
 11. Oversee staff Course Approval requests and academic records.
 12. Communicates all information regarding personnel policies and procedures for staff members interpreting content as required or requested.

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13. Verify and process all Authorizations for Payment for all co-curricular stipends, including D-1 submitted by Athletic Director.
14. Answer all unemployment claims and participate in phone hearing claims when necessary.
15. Maintain correspondence with County Superintendent e.g., responding to Criminal History Review disqualifications, yearly appointment paperwork for specific positions, seek permission for non-recognized titles.
16. Create and maintain data on Special Contract charts (D-2), create proposed D-2 budget, teacher evaluations, and Provisional teachers.
17. Coordinate annual County Superintendent Staff Recognition Programs.
18. Staffing – maintain data on replacement staff, terminations and vacancies, transfer requests; RICE letters, all notification correspondence regarding non-renewals, staff returning from leave, etc.
19. Register administrators, SAC and SLE, etc. with appropriate DOE contact and websites.
20. Supervises and evaluates assigned teachers and administrators, this includes co-observations for inter-rater reliability.
21. Works with Principals, Assistant Principals, Directors, and Supervisors to develop and monitor Corrective Action Plans for staff as needed.
22. Oversees the setting of administrator goals to link administrator evaluations with student outcomes.
23. Serves as Co-Chair of the Board of Education Personnel Committee.
24. Such other duties as assigned by the Superintendent of Schools or designee.

Terms of Employment:

Twelve-month year

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of administrative personnel.

Approved By:

Board of Education

Date: