



West Windsor-Plainsboro Regional School District Job Description

Job Title: Human Resources Specialist
Department: Human Resources
Reports To: Director of Human Resources/Special Assistant for Labor Relations
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: 21 September 2021

Position Summary: Under the general supervision of the Director of Human Resources, the Human Resources Specialist assists in coordinating HR process and procedures; fosters a strong customer service environment, supporting all phases of human resources activities, as assigned by the Director or Special Assistant for Labor Relations, or their designee(s), and as necessary to the needs of the department.

Qualifications: Bachelor's degree in education or Human Resources preferred. Appropriate experience will be considered as a qualification for this role in lieu of a Bachelor's degree.

Essential Duties: The Human Resources Specialist has the duties and responsibilities commonly associated with this position, including (but not exclusive of) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements and policies, with all of which he/she is expected to be familiar.

Substitute Staff Hiring and Recruitment

- Facilitate the proper utilization and upkeep of the district's absence management system.
- Oversee and assist with the process for employment of new substitute staff, including substitute teachers, substitute instructional assistants, substitute secretaries and substitute cafeteria aides.
- Assist with substitute recruitment, advertising, postings, screening, review credentials and references, certification, and interviewing of candidates.
- Schedule, orchestrate and attend district recruitment fairs and related activities.
- Stay abreast of all NJ state certification requirements, hiring and issues related to education relative to human resources administration.

- Track substitute attendance for Affordable Care Act purposes, or other similar state and federal requirements.
- Prepare substitute teacher compensation reports for submission to payroll as per designated timelines.

Provisional Teacher Program

- Ensures staff are enrolled in the provisional teacher program, as appropriate.
- Ensures that staff with certificates of eligibility and certificates of eligibility with advanced standing are registered in the NJDOE Homeroom site as well as the appropriate mentor residency program.
- Assist staff in the procedures for obtaining standard certification, when necessary.

Human Resources- General Office Duties

- Collaborate with Payroll, Accounts Payable and Purchasing departments to ensure proper budgetary funding assignments, including the preparation of purchase orders and budget reports.
- Maintain staff absence balances within the district's absence management system.
- Prepare agenda and training materials for District Safety meetings.
- Collaborate and assist other Human Resources staff as necessary.
- Maintain a notary license for district employee needs.

Additional Responsibilities:

- Perform such other tasks and assume such other responsibilities as the Director or Special Assistant for Labor Relations from time to time, may assign or delegate.
- Report regularly to the Director or Special Assistant of Labor relations on any developments or problems within the district coming to his/her attention.
- Responds to inquiries and recommends solutions to the Director and Special Assistant for Labor Relations regarding policies, procedures and programs.
- Serve as a courteous resource person for all staff, including principals, directors, supervisors and support staff.
- Assist Special Assistant for Labor Relations in preparation for collective negotiations, contract administration and grievance processing.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal and Staff Management.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 9/21/2021

Certified by: C. Gomella
Director of Human Resources