



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Assistant Superintendent for Personnel
Department: Central Office
Reports To: Superintendent of Schools
Salary Guide: Twelve-month employment contract as Approved by the Executive County Superintendent and the West Windsor – Plainsboro Regional School District Board of Education
Prepared Date: May 23, 2023

Position Summary: The Assistant Superintendent for Personnel, either directly or through the proper delegation of authority, provides leadership in planning, and the development, coordination, and evaluation of the district's Human Resources department and all aspects of the district's affirmative action/comprehensive equity plan.

Qualifications: Possession of a valid New Jersey School Administrator endorsement. Appropriate experience required, which would lead to the probability of success in the position.

Essential Duties: The Assistant Superintendent for Personnel 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, with all of which he/she is expected to be familiar.

Essential Duties and Responsibilities

ADMINISTRATION

- Demonstrates exemplary knowledge and understanding of strategic staffing, organizational leadership, and management.
- Confidential, decisive, and resilient.
- Fiscally responsible as demonstrated through effective equitable allocation of resources.
- Promotes a district culture of equity.
- Promotes and maintains talent recruitment, acquisition, and retention.
- Proven success in leading district personnel recruitment.
- Demonstrates recruitment and successful retainment of a diverse staff representative of the community.

- Knowledgeable and successful in negotiations, contract law and working with multiple collective bargaining units and nonaffiliated groups of employees.
- Accept and assume full accountability for discharging responsibilities delegated by the Superintendent.
- Attend Board meetings and prepare personnel reports as requested by the Superintendent. Attend and preside over other meetings as the Superintendent designates.
- Review research, developments, and innovations in Human Resources by reading current and cogent literature, attend professional and association workshops and conferences, and discuss developments and problems of mutual interest with the administrative staff.
- Assist in the determination of staffing needed by the schools through careful evaluation and research; make appropriate recommendations to the Superintendent for changes.
- Coordinates the implementation of district policies/regulations/bylaws related to Personnel.
- Administers employee requests for transfer, promotion, leaves of absence, termination or retirement from services.
- Administers all contracts with employee organizations.
- Serves as a member of the district leadership team and serves on such other committees as may be assigned by the Superintendent.
- Make recommendations regarding the Board's collective bargaining proposals and provide input with respect to negotiation issues and strategies as needed.
- Define and implement best practices and continuous improvement strategies with high expectations for the department.
- Prepare and administer the department's budget; assist in the preparation and administration of the district's annual budget.
- Supervise the tenure process for all administrative, teaching, and secretarial staff.
- Oversee compliance with employment laws and regulations.

HUMAN RESOURCES

- Consult with staff on all matters of employment related to hiring, retiring, leaves of absence, attendance, discipline, entitlement days, professional development, tuition reimbursement, workers compensation, health benefits, compliance procedures and serve as a resource for staff in crisis.
- Maintain electronic and hard-copy personnel files and records.
- Organize and monitor the staff observations and evaluations.
- Organize the annual District Celebration for retirees, educators of the year and education foundation grant recipients.
- Supervise district employee benefits and worker's compensation programs, ensuring appropriate enrollment, record keeping, and liability tracking.
- Supervise preparation and filing of personnel reports with state and federal agencies as required.
- Manage process for employment of new staff, including recruitment, advertising, postings, screening, certification, and interviewing of candidates; review credentials and references and determine initial salaries.

- Interface with the Special Assistant for Labor Relations on issues related to contract administration, labor issues, and preparation for negotiations of the collective bargaining agreement.
- Oversee software utilization for personnel functions, applicant tracking, onboarding, and substitute placement systems.
- Conduct orientation and/or training programs for new instructional, non-instructional and substitute staff.
- Serve as the district's student teacher and interns contact for all universities and colleges and facilitate placement within the district.
- Oversee the certification acquisition and appropriate placement for all certificated staff.

AFFIRMATIVE ACTION

- Demonstrate knowledge of federal and state anti-discrimination laws and regulations.
- Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the district.
- Provide leadership for the district's administration, development of the multi-year equity plan, and coordination of the education equality and equity programs to ensure compliance with state and federal statutes governing educational equity.
- Serves as the district Affirmative Action and Title IX coordinator.
- Oversee the implementation of the district's multi-year equity plan; identifies areas needing improvement; and establishes goals and timelines to correct discriminatory patterns and practices.
- Participate in the ongoing review and development of the district's educational equality and equity policies.
- Review school and classroom practices and employment and contract practices to ensure compliance with law, administrative code, and district policies. Makes recommendations for corrective measures, when necessary.
- Ensure that all students and staff are notified of district reporting procedures for handling discrimination complaints and investigates all affirmative action claims.
- Act as liaison between the school district and the community organizations, contractors, vendors and others concerned with equal opportunity employment.
- Develop and coordinate required mandatory professional development programs for school personnel on a continuing basis.
- Collaborate with the Special Assistant for Labor Relations on the proper adherence of negotiated bargaining agreements, contracts and policies for staff
- Monitor equal access to programs and facilities and a harassment-free school environment for all students and employees.
- Maintain professional competence and continuous improvement through continuing education and professional development activities. Keep abreast of current discrimination issues, relevant state and federal laws, and effective affirmative action/equal education strategies.
- Conduct the required annual internal district monitoring to ensure continuing compliance with state and federal statutes and code governing educational equity.
- Assure that district programs are nondiscriminatory; recommend corrective steps when necessary.

OTHER SUPERVISION

- Supervise the district's substitute program including the interviewing, training and placement of approved substitutes.
- Supervise and direct the activities of the Human Resources clerical/administrative support staff that includes benefits coordinators, specialist and analyst, HR manager, front desk secretaries and a Human Resources Specialist.
- Manage the district's tuition reimbursement program for certificated and non-certificated staff.
- Oversee the district's workshop/conference approval process for the approval of professional development days.

RELATIONSHIP TO THE SUPERINTENDENT

- Assist the Superintendent with the establishment of annual staffing goals and improvement objectives. Ensure a proper personnel tracking system is in place, maintained and audited frequently.
- Serve as a member of the Superintendent's cabinet. Attends administrative council and other internal administrative meetings at the request of the Superintendent.
- Advise the Superintendent on personnel and supervisory needs.
- Report regularly to the Superintendent on any developments or problems within the district coming to his/her attention and requiring the superintendent's awareness or action.

RELATIONSHIP TO THE PRINCIPALS AND SUPERVISORS

- Advise and confer with appropriate administrative staff on matters of personnel.
- Serve as a resource person to principals, directors, and supervisors.

ADDITIONAL RESPONSIBILITIES:

- Perform such other tasks and assume such other responsibilities as the superintendent, from time to time, may assign or delegate.
- Serve as the district's liaison for the consortium, CJPRIDE with the mission of increasing diversity in district staff.

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, IEP software program and Genesis Staff Management, Employee Portal and Student Information System. Ability to facilitate meetings via Zoom or similar remote based meeting programs.

EVALUATION OF PERFORMANCE

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

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education.

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: 5/24/2023

Certified by: CJ Comella
Director of Human Resources