



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Human Resources Manager
Department: Human Resources
Reports To: Assistant Superintendent for Personnel
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: January 3, 2024

Position Summary: Under the direct supervision of the Assistant Superintendent for Personnel, the Human Resources Manager assists in coordinating HR process and procedures; fosters a strong customer service environment, demonstrates strong leadership qualities in supporting all phases of human resources activities, as assigned by the Assistant Superintendent and as necessary to the needs of the department.

Qualifications: Bachelor's degree in education or human resources related field required. Master's Degree preferred.

Essential Duties: The Human Resources Manager 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.

- Preparation of the board personnel agenda, working with all contributing stakeholders, according to designated time frames.
- Coordinates with departmental staff to assure all human resources actions, including new hires, resignations, terminations, leaves of absence, salary adjustments and other employee status functions are accurately and timely communicated on the personnel agenda as well as communicated to district administration as necessary.
- Coordinate the collection of data and develop regular and as needed personnel reports such as vacancy reports, new hires, leaves of absence, staff transfers,

retirements and resignations to be utilized for employee statistics for government reporting and budget projections.

- Ensures all employee files are maintained in accordance with district policies and regulations and with all applicable laws. Oversees scanning and shredding of documents as per the NJ Records Retention guidelines.
- Participates in interviewing staff, as appropriate, and assisting with onboarding new employees, as needed. Assists the Assistant Superintendent in disseminating forms and information for staff which may include the utilizing the district HR webpage and HR google sites.
- Responsible for ensuring the updating the Employee Orientation Manuals for certified staff, non certificated staff and volunteers on a regular basis.
- Oversee Human Resources staff in ensuring accurate data tracking and records management for all personnel concerns.
- Demonstrate proficiency with Genesis Staff Management software and its interfacing capabilities with Genesis Student Information System.
- Provide oversight and assistance in tracking hours worked, absence management, benefits coordination, workmen's compensation and other related HR functions.
- Assist the Assistant Superintendent and Assistant Business Administrator in the preparation of the district's annual budget.
- Collaborate with Payroll and Accounts Payable departments to ensure proper board approved pay records and budgetary funding assignments.
- Attend required meetings for administrators in the district. Attend, or send delegate, to technology meetings to help improve efficiencies within the department and district,
- Assist the Special Assistant for Labor Relations in preparation of reports and materials for collective bargaining, policy revisions, and non-affiliated staff.
- Serve as a representative/designee for the director in his/her absence, where appropriate.
- Consult with staff members seeking information on entitlement days and contractual, federal and state options for leaves of absence.

Additional Responsibilities:

- Report regularly to the Assistant Superintendent on any developments or problems within the district coming to his/her attention.
- Responds to inquiries and recommends solutions to the director regarding policies, procedures and programs.
- Serve as a courteous resource person for all staff, including principals, directors, supervisors and support staff.
- Perform such other tasks and assume such other responsibilities as the Assistant Superintendent, from time to time, may assign or delegate.

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 Student Information System.

EVALUATION OF PERFORMANCE

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

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 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: 1/23/2024

CERTIFIED BY: _____



Assistant Superintendent for Personnel