

Caldwell – West Caldwell Public Schools

Job Description

Title: **Human Resources Manager**

QUALIFICATIONS:

1. High School Graduate, Secretarial School studies, and/or college courses
2. Associate's or Bachelor's degree preferred. Min of five years employment within a school setting
3. Excellent interpersonal, organizational, and oral and written communications skills
4. Detail oriented; able to multitask and work respectfully with staff and the community
5. Computer literate in Microsoft Office, particularly Word and Excel, in addition to Google mail and the Internet;
6. Knowledge of Frontline applications and personnel database (Systems 3000) applications preferred

REPORTS TO: Superintendent and Assistant Superintendent

RESPONSIBILITIES:

1. Process all certificated and non-certificated staff, substitute and home instructors for employment.
2. Maintain and update the Systems 3000 personnel database for contact information, education and certificates, salaries and stipends.
3. Process and track tuition reimbursements, professional development and travel reimbursements for the entire district.
4. Enter the Personnel report, on a monthly basis, for the Board of Education Monthly Meeting Agenda.
5. Type and distribute (paper and/or online via Frontline Central) all employment contracts, Notices of Employments for Schedules B & C, letters of approval and any other action items corresponding to the Monthly Board Agenda.
6. Manage heavy traffic of new hire employees and mailings of all district materials sent from Personnel to the entire district.
7. Maintain filing and confidential records management systems for all district employees.

8. Interview and hire all substitute teachers for the district.
9. Maintain district substitute lists, including teacher, special education aides, lunch aides, nurses and secretaries. Send yearly Intent to Return letters and update and distribute lists to school secretaries.
10. Develop Employee Handbook for Paraprofessionals and assist in yearly orientation of aides.
11. Determine and maintain all rates for Coaches, Extracurricular assignments, Additional class assignments and other miscellaneous stipends.
12. Confirm and process all salary guide movements
13. Coordinate with Superintendent all affiliated contract updates and/or changes.
14. Coordinate weekly and bi-weekly meetings with the Special Education and Transportation departments regarding personnel needs and updates.
15. Assist the Summer Enrichment Supervisor with hiring, salaries and maintaining personnel data.
16. Maintain and update absences for all staff.
17. Implement and maintain Califon System for district Tenure and Seniority
18. Administrator, employee support and system support for all Frontline solutions (Absence Management, Recruiting & Hiring, Central and Insight Platform)
19. Manage certifications for all new and existing certificated personnel including Provisional Teacher process, tracking mentors/mentees, updating systems, keeping abreast of changing rules.
20. Manage Leave and Replacement Report, counsel employees on maternity leave guidelines and options, complete family leave applications for employees, interface with Payroll and Benefits regarding all leaves.
21. Work with County Office to maintain the district's Matrix Report.
22. Post all available positions in newspapers and the online Recruiting and Hiring Employment System.
23. Process and submit, in conjunction with the Payroll Department, Verification of Employment to financial institutions on behalf of employees, and unemployment information to NJ Department of Labor.
24. In cooperation with the Supervisor of Technology, process NJSMART input and submission reports.
25. Provide support for Assistant Superintendent, as needed.
26. Provide support for the Superintendent, as needed.