

TITLE: Human Resource Specialist

QUALIFICATIONS:

1. High School Diploma required.
2. Bachelor's Degree in Human Resources or comparable major preferred.
3. Knowledge of New Jersey regulations regarding teaching certification and personnel management.
4. Strong organizational, communication, and interpersonal skills.
5. Ability to maintain confidentiality and handle sensitive information with discretion.
6. Proficiency in Microsoft Office Suite and relevant HR software applications.

REPORTS TO: Superintendent/Assistant Superintendent and the Director of Human Resources

JOB GOAL: To support the district in ensuring compliance with New Jersey regulations related to teaching certification and to oversee personnel processes that contribute to a positive and effective educational environment.

PERFORMANCE RESPONSIBILITIES:

1. Manage the district's personnel records in accordance with New Jersey regulations on teaching certification.
2. Coordinate the recruitment, selection, and placement of certified staff, ensuring compliance with district policies and state regulations.
3. Provide guidance and support to administrators and staff regarding certification requirements and processes.
4. Serve as a liaison with the New Jersey Department of Education regarding certification matters.
5. Maintain accurate records of staff qualifications, certifications, and compliance with state regulations.
6. Assist in the development and implementation of professional development opportunities related to certification and personnel management.
7. Monitor and ensure compliance with state regulations related to criminal history record checks and fingerprinting for district employees.
8. Works closely with the Director of Human Resources to advise administrators and staff on matters related to employee contracts, tenure, and leaves of absence.
9. Keep abreast of changes and updates in New Jersey regulations pertaining to teaching certification and personnel management.
10. Coordinates health benefits for district employees.
 - a. Coordinates and assists with implementation of specific district benefit programs for benefit-eligible employees.
 - b. Consult, advise and act as liaison to employees, insurance carriers, health care providers and the hospital community at large.
 - c. Analyzes and prioritizes workflow and serves as lead trainer for support staff.
11. Coordinates annual Open Enrollment process and other special projects as needed.
 - a. Originates and implements informational sessions. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, HIPAA.
 - b. Monitors administration of existing programs at the Benefits Center to assure compliance with federal, state, and other applicable regulations.
 - c. Develops and maintains learning plans to ensure expertise through a variety of reading,

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research, learning programs, seminars, etc.

d. Conducts new hire orientations, both group and individual, explaining options and benefits packages.

12. Functions as first point of contact for benefit vendors and internal customers;

13. Assists with creation and updates the departmental SOP Manual:

- a. Researches need for updates to Benefits Plan Document;
- b. Explains insurance benefits;
- c. Summary Plan Descriptions as necessary.

14. Administers Retirement Program, handles retirement paperwork.

15. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.

16. Maintains confidentiality of sensitive correspondence, records and information.

17. Perform other duties as assigned by the Superintendent and/or Business Administrator.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: BOE

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1 through -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-16	Appointment and removal of assistant superintendent
<u>N.J.S.A.</u> 18A:17-17	Certificate required
<u>N.J.S.A.</u> 18A:17-22	Assistant superintendent; duties
<u>N.J.S.A.</u> 18A:17-23	Suspension of assistant superintendent
<u>N.J.S.A.</u> 18A:21-34	School Ethics Act
<u>N.J.S.A.</u> 18A:27-10	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.A.C.</u> 6A:5	Regulatory equivalency and waiver
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment
<u>N.J.A.C.</u> 6A:9	Professional standards

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See particularly:

<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-11.3</u>	Authorization
<u>N.J.A.C. 6A:9B-13</u>	Acting administrators
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-6</u>	Evaluation of teaching staff members other than teachers and principals
<u>N.J.A.C. 6A:10-8</u>	Evaluation of chief school administrators
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:15</u>	Bilingual education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:23A</u>	Fiscal accountability
<u>*N.J.A.C. 6A:24</u>	Urban education reform in the Abbott districts
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>N.J.A.C. 6A:28</u>	School operations
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 8:59-11.1 et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.