

## **Part-Time Human Resources & Compliance District Clerk**

### **Essential Qualifications:**

1. Bachelor's degree in human resources, public administration or a related field, preferred.
2. 3-5 years of human resources experience in a public school environment, preferred.
3. Understanding of applicable federal and state labor laws and knowledge of personnel policies and practices.
4. Ability to handle delegated administrative details; write clear and concise memoranda and reports.
5. Ability to think conceptually, anticipate outcomes from existing/emerging circumstances/settings, and perceive possible reconfiguration of resources to meet organizational needs and timelines.
6. Ability to execute independent decision making, research and analyze information, and develop comprehensive plans.
7. Ability to work effectively with staff, parents, community members, and students to maintain and strengthen sound human relations for the improvement of the school program.

### **Job-Related Functions:**

1. Assist with completing, in an accurate and timely manner, all required local, state, and federal reports.
2. Coordinate human resource programs with emphasis on ensuring that the district is in full compliance with applicable laws and regulations.
3. Maintain a system for personnel recordkeeping for all school employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave requests and promotions.
4. Respond to questionnaires, surveys and correspondence from research or professional organizations requesting information on the district's program.
5. Compile statistics and gather such other data as may be requested by administration.
6. Assist with reporting regularly to the Superintendent on any developments or problems within the district coming to his/her attention and/or requiring the Superintendent's awareness or action.
7. Assist with communication to the Superintendent the requirements and needs of the district as perceived by staff members.
8. Advise the Business Office of changes in the professional status and certification of certificated personnel that require changes in their placement on the salary schedule.
9. Organize a corps of substitute teachers, arrange for long-term substitutes, ensure appropriate placement of substitutes, and oversee the operation of the substitute management system.
10. Coordinate the advertising campaign and recruitment efforts for all position vacancies.
11. Assume responsibility for the processing of all requests for certification, reassignments, retirements, transfers, and leaves of absence.
12. Oversee the processing of appropriate documentation, credentials, fingerprinting and certification for employment of professional staff.
13. Process enrollment of novice teachers in the state's provisional teacher program and ensure compliance with requirements.
14. Collaborate with local colleges and universities to provide for student teaching experiences.
15. Assist with and serve as liaison between district staff and central office administration with regard to contractual responsibilities and issues of compliance.

Perform, as assigned by the Superintendent any additional or alternate duties that may add to the effectiveness of the education program of the East Rutherford Public Schools. Qualified candidates must have a commitment to multicultural education and demonstrate the ability to work harmoniously with a diverse population.

Please forward letter of interest, resume and proof of certification:

Mr. Giovanni A. Giancaspro, Superintendent of Schools  
East Rutherford Public Schools  
250 Grove Street  
East Rutherford, NJ 07073  
Email: [kdolinsky@erboe.net](mailto:kdolinsky@erboe.net)

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