

HUMAN RESOURCES ASSISTANT

QUALIFICATIONS:

1. High School diploma
2. Minimum of 3 years' experience in central or school office work.
3. Demonstrate excellent organizational skills.
4. Demonstrate the ability to communicate effectively, both orally and in writing.
5. Ability to exercise discretion and diplomacy in dealing with confidential and sensitive matters.
6. Strongly proficient in Google Apps, Microsoft Word, Excel and various programs that are integral to the position.
7. Knowledge of Systems 3000, AppliTrack System, Genesis, Frontline, and AESOP a plus.

REPORTS TO: Human Resources Specialist, Director of Personnel & Operations
Director of Curriculum, Instruction & Human Resources, and
Superintendent of Schools

JOB GOAL:

Supports the Human Resources Specialist in all aspects of the Human Resources Department, including benefits.

PERFORMANCE RESPONSIBILITIES:

1. Maintains the integrity and confidentiality of all personnel files and records.
2. Assists with planning and execution of special events, including, but not limited to the flu clinic, insurance broker visits.
3. Tracking of all annual employee contracts.
4. Coordinate Loan Forgiveness applications.
5. Handles P.L. 2018 c.5 requests.
6. Assists with the Personnel Agenda.
7. Update Frontline Central forms as needed.
8. Handles postings/advertisements via web-based application, email, external sites and any other venue as needed. Provides proper distribution and notification to all District staff internally for all needs of the District.
9. Handles correspondence to all potential candidates (i.e., regrets, approvals, availability) with the exception of substitute teachers.
10. Maintains central localized job postings.
11. Maintains proper certification records on all certified employees.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

12. Prepares yearly seniority reports as per BEA guidelines.
13. Safe Schools Mandates.
14. Performs all other duties as assigned by the Director of Curriculum, Instruction & Human Resources, Director of Personnel & Operations, and/or the Superintendent of Schools.

NEW HIRES AND RECRUITING:

1. Assist with both internal and Applitrack (external) job postings as needed.
2. Schedule interviews with candidates, Superintendent, and other administrative staff.
3. Verify teacher certifications.
4. Handles correspondence to all potential candidates (i.e., regrets, approvals, availability) with the exception of substitute teachers.
5. Once new hire has been approved, ensure new hire packets and benefits packets are completed in a timely manner.
6. Enter new hires in Genesis and AESOP Absence Management System.
7. Assigns job codes as per NJDOE guidelines; enters certifications and FTE per guidelines.
8. Assist with new hire and termination checklists.

ATTENDANCE

1. Maintains attendance for the District. Run weekly attendance report and confirm absences with AESOP absences. Run attendance reports as needed. Assist with entering annual attendance into AESOP Absence Management System.

BENEFITS

1. Assists with ensuring the accuracy of data entry for benefit enrollments/changes during open enrollment and throughout the year as needed.
2. Update life insurance spreadsheet, stipend/buy-back spreadsheet, sick bank spreadsheet.
3. Complete unemployment forms in a timely manner.
4. Reconcile monthly benefit invoices.
5. Assist with entering benefit deductions in payroll system, and updating Genesis with benefit plan changes.
6. Assist with annual open enrollment.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts
- N.J.S.A. 18A:6 7.1-7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:12 School Ethics Act
- N.J.S.A. 18A:16 1 Officers and employees in general
- N.J.S.A. 18A:17 13 Assistant and acting secretaries; appointment, powers and duties
- N.J.S.A. 18A:17 14 Clerks in the secretary's office
- N.J.A.C. 6A:32 District operations