



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
DIRECTOR OF ADMINISTRATIVE OPERATIONS**

QUALIFICATIONS:

1. Administrator's certification preferred but not required.
2. Bachelor's Degree in administration (business, public, educational); advanced coursework/degree in area of job responsibility required.
3. Project and process management experience
4. Data analysis experience
5. Experience in planning (strategic, long-term)
6. Human resource experience
7. Strong knowledge of Microsoft Access and Excel
8. Strong skills in communications, human relations and organization.
9. Successful completion of required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
10. Such alternatives to the above qualifications as the board may find appropriate.

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist the superintendent of schools in strategic planning, long-range planning, data analysis, human resource responsibilities, development and maintenance of district policy and procedures, technology initiatives for administration and educational programs, affirmative action, and public relations.

A. MAJOR RESPONSIBILITIES:

1. Assist in Long-range and Strategic Initiatives
2. Data Warehouse Capability
3. Data Analysis
4. Systems and Operations Analysis
5. Administration of Federal and State Reports (e.g., Application for State School Aid, Fall Report)
6. Coordination of the District's Technology Initiatives including Web site development and maintenance
7. School and Community Relations
8. Professional Development
9. Other assigned duties

B. PERFORMANCE DUTIES:

1. Long-range and Strategic Planning
Assist the superintendent in

- a. long-range and strategic initiatives based on:
 - * Requests from the superintendent
 - * Requirements promulgated by state or federal bodies,
 - * Analysis of transactional, financial or process performance data, or
 - * Needs identified through surveys or other sources
- b. Coordinates participation in data collection, analysis, and recommendation development
- c. Supports the superintendent in developing a shared vision of the district's future
- d. Assists with the development of operational and detailed action plans to accomplish long-term and strategic goals
- e. Publishes and maintains a long-term planning document.

2. Data Warehousing

- a. Develops and maintains data warehouse capability including:
 - * Methods and procedures, and
 - ☐ * Data security requirements
- b. Maintains transactional data necessary to:
 - * Measure and report process performance,
 - ☐ * Support long-range and strategic initiatives, and
 - * Fulfill information required from the superintendent
- c. Extract and analyze data as necessary

3. Data Analysis

- a. Uses a variety of data summary, time-series, and other analysis techniques to extract useful information from various data sources to support the needs of the district
- b. Provides data analysis of operational, financial, and process measures as requested by the superintendent
- c. Develops data analysis to support long-range and strategic studies
- d. Develops data analysis to support contract negotiations, and
- e. Reports relevant performance measures to process owners

4. Personnel Administration

- a. Advise the superintendent of schools relevant to addressing school administrative and staffing needs.
- b. Assist in the development of district procedures and practices in employee evaluation and disciplinary matters as follows:
 - * Develops and monitors guidelines, procedures, and timelines for staff evaluation
 - * Provides lists of certified and classified employees scheduled for evaluation
 - * Identifies the primary evaluators
 - * Notifies supervisors in advance of classified employees approaching the end of their non-tenured periods
 - * Provides support for notification of involuntary termination of employment
- c. Participate in the recruitment of personnel. Recommends to the superintendent applicants for appointment to staff of the district's programs in cooperation with principals as appropriate through the supervision of the following activities:
 - * Creates and reviews job descriptions for each position in the district
 - * Posts vacancies/place advertisements of openings and maintains lists of such
 - * Recruits an adequate pool of applicants reflecting a cultural diversity of all segments of the citizenry
 - * Maintains application files
 - * Reviews and screens application files
 - * Conducts reference/background checks of previous employers
 - * Facilitates transfer requests and promotions
 - * Authorizes physical examinations when required
 - * Conducts criminal background records checks
 - * Authorizes employment or recommends to the board of education for approval of appointment
 - * Issues job offer letters to teacher candidates being recommended to the board of education
 - * Certifies step placement on salary schedule for new teachers and wage rates for new classified employees
 - * Issues individual contracts for teachers; issues letters of assignment for classified employees
 - * Provides an explanation of employee benefits and contract concerns to new employees (e.g., vacation, reimbursable leave, etc.)

5. Administration of Federal and State Compliance Requirements in employment practices.

- a. Address affirmative action complaints and situations involving staff and students as the district's affirmative action officer and involves the assistant superintendent of curriculum and instruction (who handles issues of the instructional program).
- b. Plan, direct, coordinate and participate in ensuring compliance with all applicable federal, state law and code in cooperation with principals, as appropriate through the supervision of the following activities:
 - * Oversees the district's compliance with Chapter I of the Americans with Disabilities Act

- * Oversees individual ADA accommodation requests
- * Oversees the notification and revision of the essential functions and requirements to perform the essential functions (ADA functional job analysis) for each job description
- * Monitors human relations and EEOC complaints for the district
- * Completes reports pertaining to personnel for federal, state and local governing body
- * Oversees the district compliance with Federal/State Family and Medical Leave Act
- * Oversees compliance with Federal Fair Labor Standards Act
- * Oversees compliance with Federal Equal Opportunity Act and, the Civil Rights Act of 1964 (Title VII) and Civil Rights Act of 1991
- * Oversees compliance with Immigration Reform and Control Act (1-9)
- * Oversees compliance with state statute mandating conviction records checks

6. Budget Development

- * Develops/maintains staffing allocations per site or office for each labor unit
- * Projects cost impact of wages and benefits for additional staffing each labor unit
- * Develops and monitors student enrollment projections
- * Works with other administrators to project staffing needs
- * Certifies salaries for certified employees (excluding administrators)
- * Certifies wages for employees
- * Certifies the budget for co-curricular/extracurricular activity salaries
- * Generates staffing, enrollment information and personnel-related expenses for the preliminary and annual budget reports
- * Projects cost savings of wages and benefits for reductions in personnel

7. Other Services

- * Participates in new employee orientation and induction programs
- * Reviews staff development programs (instructional/non-instructional)
- * Completes reports pertaining to personnel functions for federal, state, and local authorities.
- * Provides information to board of education, superintendent, administrators, etc. as requested
- * Develops and implements employee awards and recognition programs
- * Contracts for services from outside the district
- * Develops/conducts employee and community opinion surveys
- * Participates in the development of newsletters/brochures
- * Develops and distributes an employee handbook outlining policies, procedures and benefits.
- * Coordinates staff recognition programs
- * Develops plan to reduce costs
- * Coordinates district public relations activities
- * Oversees the creation and revision of job descriptions
- * Facilitates exit interview process
- * Develops plan for employee retention
- * Oversees the District Employee Directory
- * Reviews and updates district's applications and forms, personnel policies
- * Provides handbooks and notices to comply with changing legal responsibilities (i.e., Equal Opportunity Employment Standards, ADA)

- * Oversees pro-rating of reimbursable absence for teachers on unpaid leaves of absence
- * Drafts text for news releases, employment opportunity announcements, etc.
- * Performs all other tasks and assumes such other duties as designed by the superintendent.

8. Other Assigned Duties

- a. Oversees the technology initiatives at the central office level
- b. Participates in a leadership role in the district administrative structure (i.e., Core Team) with the superintendent, assistant superintendent for curriculum and instruction, business administrator, and principals.
- c. Performs such other tasks and assumes such other responsibilities as may be assigned by the superintendent of schools.

9. Professional Development

- a. Keeps informed about current research, trends, and development in the areas of human services, information management, technology, and other areas within the spectrum of the responsibilities of this position.
- b. Participates in local, county, state, and national professional meetings, which are relevant to the needs of the Holmdel Township Public Schools and its programs in accordance with board policy, district procedures and budgetary allocations for professional development.

TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the board of education. This position is not affiliated with any bargaining unit.

EVALUATION: Performance of the position will be evaluated annually by the superintendent in accordance with the provisions of the board's policy on evaluation of administrative personnel.

SOURCE: Regular Board Meeting

DATE: February 27, 2002