

Draft Desired Characteristics for the Assistant Superintendent for Human Resources
Princeton Public Schools

After reviewing the organizational chart, the job description and seeking input as to the desired characteristics for the Assistant Superintendent for Human Resources the Princeton Board of Education seeks a **proven, and engaged HR leader** with an equity lens who is **knowledgeable, innovative, and transparent**, and who possesses the following characteristics:

A strong leader who:

- Has demonstrated exemplary knowledge and understanding of strategic staffing, organizational leadership, and management
- Has demonstrated a track record of authentic and compassionate leadership
- Is highly focused on student and staff well-being
- Has the ability to effectively use data to drive thoughtful decisions, district goals and initiatives
- Is confident, decisive, and resilient
- Is a talented facilitator who can motivate and engage all stakeholders
- Displays fiscal responsibility through appropriate allocation of resources
- Promotes a district culture of equity
- Exhibits integrity and a high level of emotional intelligence
- Develops and maintains professional, collaborative, and respectful relationships with stakeholders based on a strong set of core values
- Seeks input prior to making decisions, communicates the rationale behind each decision, and stands firm once a decision is made
- Develops and empowers the department leadership team
- Fosters an open and safe environment that prioritizes diversity, equity, and inclusion

A leader experienced in human resources who:

- Promotes and maintains talent recruitment, acquisition, and retention
- Establishes and implements a plan for talent development
- Leads district personnel recruitment
- Promotes and conducts organization and implementation of staff development programs that reflect district goals, objectives, and desired outcomes
- Performs legal and affirmative action investigations with results
- Defines the difference between affirmative action (protected class) vs. conduct unbecoming
- Has demonstrated recruitment and successful retainment of a diverse staff representative of the community
- Is knowledgeable and successful in negotiations, contract law, and working with multiple collective bargaining units and nonaffiliated groups of employees
- Understands and has implemented DEI (Diversity, Equity, and Inclusion)
- Has familiarity and success with the implementation of new statutes, case law outcomes and regulations that are applicable to the successful operation of a high performing school district

- Has developed and implemented applicable workers compensation and leave of absence under state and federal statutes and regulations
- Can develop, oversee, monitor, and implement a comprehensive district equity plan
- Can prepare for an implement NJDOE QSAC requirements as applicable to human resources
- Has familiarity with 504 creation and implementation procedures and plans for staff
- Has successfully worked with a district accountability and evaluation process including the development of procedures to strengthen employee success with students within established shared timelines
- Has knowledge and has successfully addressed and met special education laws, regulations, and procedures as they impact staffing

An exceptional communicator who:

- Communicates effectively and regularly, clearly, and concisely in a way that engages and values all stakeholders
- Effectively employs the use (as appropriate) of social media to communicate with stakeholders
- Creates a sense of community around a shared vision of excellence
- Demonstrates courage in the face of challenges and the ability to navigate complex situations with confidence and empathy
- Invests in the community by being visible, present, approachable, and actively engaged in district and community events

An analytical leader who:

- Provides leadership in the planning and operation of a system for monitoring
- Maintains a database for all areas of responsibility
- Periodically assesses the personnel database functions and recommends requisite upgrading
- Works with the Superintendent to provide database training to improve the data use and analysis skills of teachers and administrators
- Demonstrates excellent organizational skills and ability to motivate staff

A successful candidate will:

- Have or be immediately eligible for a New Jersey School Administrator Certificate
- Master's degree in Educational Administration, Public Administration, and/or related field is required
- Demonstrated experience and ability in all aspects of human resources administration as it pertains to the operation of a high-performing school district
- Familiarity with and knowledge of local, state, and federal regulations related to public school employment and all aspects of professional certification/licensure
- Familiarity with implementation and management of human resource information systems
- New Jersey School Safety Specialist certification preferred
- Begin the position on or around June 1, 2023

Compensation:

Salary in the range of \$180,000 depending upon qualifications, experience, and credentials and subject to negotiations. Benefits similar to other district employees, applicable NJ statutes and subject to negotiation.

Interested and qualified individuals can learn more about the position and apply at:

<https://hyasearch.com/job/assistant-superintendent-princeton-nj/>