

An Invitation to Apply for the Director of Human Resources



Paramus Public School District Bergen County, New Jersey

The Search Process

The Board of Education of the Paramus Public School, Bergen County, New Jersey, is initiating a search for a Director of Human Resources in accordance with the Board Policies and New Jersey Statutes.

The Board has retained the New Jersey Association of School Administrators (NJASA) and Stockton University as a consultant to assist in the selection of candidates to find an exceptional leader to follow in the tradition of excellence expected by this community and school district.

Applications will be received until January 4, 2017 and it is anticipated that the Board of Education will appoint the successful candidate with the goal of assuming his/her duties on, or about, April 1, 2017.

The Community

Paramus is a borough located in Bergen County, New Jersey. As of the 2010 United States Census, the borough's population was 26,342, reflecting an increase of 605 (+2.4%) from the 25,737 counted in the 2000 Census, which had in turn increased by 670 (+2.7%) from the 25,067 counted in the 1990 Census. A suburb of New York City, Paramus is located 15-to-20 miles (24 to 32 km) northwest of Midtown Manhattan and approximately 8 miles west of Upper Manhattan. In 2013, it was named as a "New Jersey Healthy Town" under the state's Mayor's Wellness Campaign.

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The deadline to apply is
January 4, 2017
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New Jersey Monthly magazine ranked Paramus as its 21st best place to live in its 2013 rankings of the "Best Places To Live" in New Jersey. According to a recent NerdWallet survey, the sixth-best place to start a business in New Jersey is Paramus as well as being the ninth-best place for home ownership in the state. Paramus ranked in the top 20 places with populations over 25,000 in the U.S. by median household income as reported by *CNN Money*. At the 2010 United States Census, there were 26,342 people, 8,630 households, and 6,939 families residing in the borough. The population density was 2,516.0 per square mile. There were 8,915 housing units at an average density of 851.5 per square mile. The racial makeup of the borough was 72.29% (19,042) White, 1.42% (374) Black or African American, 0.11% (28) Native American, 22.28% (5,869) Asian, 0.05% (13) Pacific Islander, 1.39% (366) from other races, and 2.47% (650) from two or more races. Hispanics or Latinos of any race were 7.26% (1,913) of the population. 6.9% of residents self-identified as being Korean-American, which makes it the largest ethnic minority group in the borough.

There were 8,630 households, of which 33.8% had children under the age of 18 living with them, 68.4% were married couples living together, 9.1% had a female householder with no husband present, and 19.6% were non-families. 17.8% of all households were made up of individuals, and 13.3% had someone living alone who was 65 years of age or older. The average household size was 2.92 and the average family size was 3.32.

The School District

The Paramus Public Schools serve students in Preschool through twelfth grade. According to the 2014-2015 New Jersey School Performance Report, the district operates eight schools with a total enrolment of 3,917 students. Schools in the district consist of five elementary schools; Memorial Elementary School (340 students in grades KG-4), Midland Elementary School (238 students in grades KG-4), Parkway Elementary School (261 students in PreK-4), Ridge Ranch Elementary School (295 students in PreK-4) and Stony Lane Elementary School (193 students in PreK-4). The district supports two middle schools, Eastbrook Middle School (653 students in grades 5-8) and Westbrook Middle School (622 students in grades 5-8). Paramus High School services the district's secondary students and a Pre-K population and grades 9-12 (1,315 students). Wikipedia reports that three of the district's schools have been formally recognized with the National Blue Ribbon School Award of Excellence: Paramus High School in 1988-89, Parkway Elementary School in 1987-88 and Ridge Ranch Elementary School in 1998-99. Public school students from the borough, and all of Bergen County, are eligible to attend the secondary education programs offered by the Bergen County Technical Schools, which include the Bergen County Academies in Hackensack, and the Bergen Tech campus in Teterboro or Bergen Tech campus in Paramus. The district offers programs on a shared-time or full-time basis, with admission based on a selective application process and tuition covered by the student's home school district.



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Professional Qualifications

- Master's degree preferred. Alternate route candidate, such as law degree, will be considered.
- Human Resources experience.
- Five (5) years experience in management.
- Knowledgeable about contract negotiations, labor unions, federal/state regulations, and data technology coordination.
- Demonstrated knowledge and application of effective human resources principles, practices and trends.
- Executive Core Qualifications, including the ability to lead change and lead people, the ability to meet District goals with a focus on results, the possession of business acumen, and the ability to build coalitions. Must be able to lead and manage, and to ensure that targeted goals and initiatives are achieved.
- Ability to enhance overall educational programs and services for all students by building capacity and consistency for effective change and sustainability.
- Ability to increase capacity, accountability, and efficiency for improved effectiveness among administrative and professional personnel.
- Ability to enhance communication, critical thinking skills, and collaboration among administrative and professional personnel.
- Ability to promote team-building and shared responsibilities among administrative and professional personnel.
- Ability to perform the above responsibilities at a high level.

Essential Functions (sample, not all inclusive)

- Serves as a member of the Board's Negotiating Committee.
- Prepares statistical data relevant to negotiations, proposals and strategies.
- Serves as a member of the Superintendent's Cabinet and participates in Administrative Council meetings.
- Determines personnel needs of the district through interactions with district administrators, including posting/advertisement of vacancies.
- Ensures compliance with state regulations of policies, standards and evaluation.
- Responsible for issuing contracts, certifies salary classifications and verifies salary adjustments.
- Develops job descriptions for new positions and revises current job descriptions for board approval.
- Advises the Superintendent and prepares all Board agenda resolutions regarding personnel matters.
- Administers contracts negotiated with all employees associations. Handles and acts as liaison on any grievance brought forth in meetings with the Superintendent. Participates in meetings with employees who have been identified as needing a Corrective Action Plan and/or potential discipline measures.
- Performs other duties and responsibilities as assigned by the Superintendent of Schools; participates in committees and meetings as determined by the Superintendent; works closely with the Assistant Superintendent and the Business Administrator.

Application Procedure

Please submit no later than January 4, 2017 to the address listed below:

1. Detailed letter of application
2. Current resume
3. Copies of appropriate certifications
4. Sample work product(s)

Candidates are invited to submit with their application any work product what would best highlight their quality of work as it relates to the position of Director of Human Resources

The written work product should be dated and include any context necessary for interpretation.

Paramus Public Schools - Director of Human Resources Screening Consultants
C/O NJASA
920 West State Street
Trenton, New Jersey 08618

Telephone: (609) 599-2900, Fax: (609) 599-9359
Website: www.njasa.net

Applicants are encouraged to visit the Paramus Public Schools website at:
<http://www.paramus.k12.nj.us/ppsd/>

Equal Opportunity/Affirmative Action Employer

Contract and Salary

The Paramus Public Schools Board of Education is prepared to offer a salary and benefit package based on background and experience, and state law/regulations. The length of the contract will be determined following negotiations.

