

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY**

**JOB DESCRIPTION**

**Central Administration**

**Non-Certified**

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**TITLE: Talent Development Officer**

**QUALIFICATIONS:**

1. Bachelor's degree preferred in Business Administration, Organizational Leadership, or related field required;
2. Society of Human Resources Management (SHRM) certificate preferred
3. Minimum of five (5) years of human resources experience;
4. Excellent interpersonal skills and a high level of ethical integrity;
5. Excellent organizational skills and attention to detail.
6. Excellent time management skills and ability to meet deadlines.
7. Strong analytical and problem-solving skills.
8. Ability to adapt to the needs of the organization and employees.
9. Ability to prioritize tasks and to delegate them when appropriate.
10. Thorough knowledge of employment-related laws and regulations.
11. Proficient with Microsoft Office Suite or related software.
12. Proficiency with HRIS and talent management systems;
13. Excellent written and verbal communication skills using proper grammar and vocabulary.
14. Ability to manage multiple projects and meet deadlines
15. Demonstrate teamwork ability with experience in executive administration
16. Current residency in New Jersey, approved residency waiver, or candidate agrees to obtain residency within one year of employment.
17. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
18. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
19. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
20. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
21. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools /or Designated Administrator

**JOB GOAL:** The Talent Development Officer will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Personnel Department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain and manage position control roster;
2. Prepare state and federal reports such as SMID, QSAC, EEOC, Annual Matrix;
3. Maintain and coordinate the implementation of certificated observation and evaluations
4. Develop the Human Resources Board Agenda under the direction of the Superintendent of Schools;
5. Oversee the talent and acquisition process;
6. Implement Board policies;
7. Serves as the District Affirmative Action Officer;
8. Handles employee relations in accordance with company policy;
9. Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention;

## TALENT DEVELOPMENT OFFICER (CONTINUED)

10. Plans, leads, develops, coordinates, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
11. Administers or oversees the administration of human resource programs relating to performance, productivity, recognition, and morale, and training and development;
12. Responsible for all recruitment and retention and develops and executes best practices for hiring and talent management;
13. Oversee the new staff orientation program and collaborate with the mentoring program;
14. Participate in negotiations relating to collective bargaining agreements;
15. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations and recommends best practices; reviews and modifies policies and practices to maintain compliance.
16. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
17. Knowledgeable in Frontline, Edumet, Oncourse, Microsoft Office Suite,
18. Develop and implement the departmental budget.
19. Facilitates professional development, training, and certification activities for HR staff. Ability to support executive administration to help build and foster staff professionalism and positive school district culture;
20. Attend and support the Superintendent during the board meetings and/or represent other meetings as needed;
21. Performs other duties as required.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Lift up to 15 pounds at times.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

1. The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.
2. Exposure to a variety of childhood and adult diseases and illnesses.
3. Occasional exposure to a variety of weather conditions.
4. Exposure to heated/air conditioned and ventilated facilities.
5. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
6. Function in a workplace that is usually moderately quiet, but that can be noisy at times.

**TERMS OF EMPLOYMENT:** 12-month employee, salary, and work year as set by the Board of Education.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: December 12, 2023

TALENT DEVELOPMENT OFFICER (CONTINUED)

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 - Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.A.C. 6A:32-6 School employee physical examinations  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.