

**TRENTON BOARD OF EDUCATION**  
**Human Resources Department**  
**108 North Clinton Avenue**  
**Trenton, NJ 08609**

**June 15, 2015**

**POSTING OF VACANCY**

**POSITION:** **HUMAN RESOURCES ANALYST (Evaluations)**

**LOCATION:** **HUMAN RESOURCES DEPARTMENT**

**QUALIFICATIONS:**

1. Bachelors Degree from an accredited college or university in education, personnel management or related field. Master's preferred.
2. Minimum of (5) years experience in human resources with proven communication skills, customer services orientation.
3. Prior experience working with staff evaluation tools.

**DUTIES:**

1. Assists with the Staff Evaluation process in accordance with the Teach NJ Act.
2. Assists with the implementation of all staff evaluation tools utilized throughout the District.
3. Assists with the monitoring and submission of Staff Evaluations
4. Conducts in-service training programs and workshops under the supervision and direction of the Assistant Superintendent of Human Resources/Talent Development.
5. Performs such other duties related to the operation of the Human Resources Department as assigned by the Assistant Superintendent of Human Resources/Talent Development.

**TERM OF EMPLOYMENT:** Twelve (12) months

**SALARY:** In accordance with B & T contract (Guide A)

**DEADLINE FOR APPLYING:** June 20, 2015

**HOW TO APPLY:** Applications can be retrieved from our website at:  
[www.trenton.k12.nj.us](http://www.trenton.k12.nj.us)  
Click on-line application

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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