



THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK

An Equal Opportunity / Affirmative Action Employer

PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **May 24, 2018**

POSITION: Director of Human Resources
(Or related title, either SED Certified or Civil Service)

EFFECTIVE DATE: August 9, 2018

REQUIREMENTS: Graduation from a regionally accredited or NYS registered college or university with a Master's degree and five (5) years of experience as either a human resources generalist with focus on labor relations or five (5) years of school personnel management or supervision; SPHR certification and/or NYS Certification as a School District Leader/Administrator
Twelve month position, Full time

JOB DUTIES: Responsible for all labor relations functions for 800 employee workforce, which includes leading contract negotiations, contract interpretation, labor management, contract administration/compliance, grievances and consultation with legal services; Develops and ensures compliance with policies and procedures, including provisions related to probationary employment, tenure considerations and seniority, required certifications and licensure, civil service reporting, employee performance reviews and appraisals, employee counseling and discipline, personnel file maintenance; discrimination/harassment claims, transfers, resignations and retirements, terminations and compliance with all federal and state mandates; Oversees employee orientation programs including trainings for new hires, existing employees including substitute employees, coordination of the employee assistance program and programs to facilitate employee advancement and exit surveys; Oversees the recruitment and selection of staff which includes employee recruitment, development and maintenance of current job descriptions, required background and employee clearance measures; prepare recommendations to the Superintendent and the Board of Education related to all personnel actions including salary and benefit levels, manage substitute employee management process; Participates as a member of the senior administrative team, including providing counsel, support and assistance to the Superintendent of Schools and other district administrators; chairs committees as assigned by the Superintendent of Schools; Provide technical expertise in Human Resources Information Systems implementation, development and design Including required reporting of Basic Educational Data Systems; In conjunction and coordination with the Assistant Superintendent for Business/Finance provide and support the district employee benefit management program including processing of retiree benefits, employee disability and workers' compensation claims

SALARY: As per Negotiated Agreement

ASSIGNMENT: Administration

CLOSING DATE: **June 20, 2018**

All applications will be accepted through OLAS

<http://olasjobs.org/>

In accordance with SAVE Legislation
fingerprint supported criminal background check required for selected applicant.

East Greenbush CSD is a progressive school district that works closely with the community in promoting our school programs and in developing educational opportunities for all students, staff and community members within our district.

The East Greenbush Central School District does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.