

Office of Human Resources

Huntington Union Free School District

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Phone 631-673-2185 - Fax 631-427-6576

HUMAN RESOURCES ADMINISTRATOR

District Office

Effective July 1, 2017

The Huntington School District is seeking a highly motivated individual with the ability to handle Human Resource duties assigned by the Superintendent of Schools.

Responsibilities:

- Prepare and develop the Personnel agenda for Board of Education (BOE) meetings
- Plan and direct hiring and other processes related to employment decisions
- Oversee staffing projections and recommendations
- Maintain and update current personnel records, including leaves, absences and FMLA matters
- Oversee the Basic Education Data System (BEDS) reporting process
- Monitor administration of the district APPR process and other district-wide evaluation processes
- Coordinate orientation programs for certificated and civil-service employees
- Track employment status, tenure and seniority for instructional and non-instructional staff
- Review eligibility for certification and processing of applications
- Manage the processing of employee grievances
- Assist in the management of My Learning Plan (MLP)
- Perform other duties as assigned by the Superintendent of Schools

Requisites:

- Candidates must demonstrate leadership ability and a willingness to devote time beyond the regular school day in the performance of responsibilities
- Background in NYS Civil Service Regulations and NYS Education Law
- Valid NYS SDA or SDL Certification

General: Salary range: \$80,000.00 - \$95,000.00, commensurate with experience

Application: Apply no later than: **January 15, 2017**
Include: Letter of intent, Resume, and Certification
Please apply at www.olasjobs.org