

**PLEASE POST  
CAIRO-DURHAM CENTRAL SCHOOL DISTRICT  
District Office**

July 5, 2017

**Human Resources Supervisor Position**

Start Date: August/September 2017

Qualifications:

- Graduation from a regionally accredited or New York State Registered College or University with a Master's Degree and two years of full-time paid professional human resources experience; OR (B) Graduation from a regionally accredited or New York State Registered College or University with a Bachelor's Degree and four (4) years of full-time paid professional human resources experience.

Skills, Knowledge, Responsibilities:

- Partners with employees and management to administer and communicate various Human Resources policies, procedures, laws, standards and government regulations. Ensures legal and ethical compliance with state and federal laws.
- Manages benefits administration, including the District's health, vision, dental, life, and disability insurance benefit plans for all employees.
- Answers employee questions concerning various human resource transactions pursuant to the individual's collective bargaining agreement and applicable employment laws including payroll, benefits, leave of absence and workers' compensation among others;
- Manages grievances and cases which result in arbitration and mediation.
- Maintains up-to-date District Policy and Procedure Manuals.
- Supervises the AESOP substitute system.
- Assists in screening and reviewing job applications and identifies candidates. Schedules and conducts interviews.

SALARY: \$60,000- \$70,000 based on experience

Application Deadline: July 21, 2015

Please send a letter of interest, resume, including at least of 4 references and non-instructional application (available at <http://www.cairodurham.org>) to:

Mr. Jeffrey Miriello, Business Official  
Cairo-Durham District Office  
PO Box 780  
Cairo, NY 12413

*We are an Equal Opportunity Employer and Educator who fully and actively supports Equal Access for all people regardless of Race, Color, Religion, Gender, Age, National Origin or Disability.*

[www.cairodurham.org](http://www.cairodurham.org)