

Mt. Greylock Regional School District

Office of the Superintendent

Central Office

1781 Cold Spring Road
Williamstown, MA 01267

**Mount Greylock Regional School District
(EOE)
Job Posting**

Date of Posting: November 14, 2018

Position: Human Resource Specialist

Schedule: Full time 8:00 am – 4:30 pm

Start Date: Immediately

Requirements: Minimum 3-5 years Human Resource experience
Bachelor's Degree Required
Human Resource Certification Preferred

Job Summary: The job of Human Resources Specialist was established for the purposes of providing support to the delivery of human resource services with specific responsibility for providing information to certified employees regarding policies and regulations; addressing a variety of issues and/or providing general support; maintaining records, files and databases of personnel actions, evaluations, licensure, and tenure; working with the Massachusetts Department of Elementary and Secondary Education on licensure issues; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

Salary: To be commensurate to experience as determined by the Superintendent

Application Deadline: When filled

How to Apply: Apply online at:
www.schoolspring.com/
School Spring Job ID # 3025214

State and Federal background checks are a legal requirement of any public school position