



Cuyahoga Falls City School District
"Every Student, Every Day, Every Opportunity!"

May 29, 2026

SCHOOL YEAR: 2026-2027
WORK LOCATION: CENTRAL OFFICE – BOARD OF EDUCATION
POSITION: PAYROLL SPECIALIST
SALARY: \$55,000 – \$64,000 (BASED ON EXPERIENCE AND ACADEMIC CREDIT)
APPLITRACK JOB ID: 2055

Additional Information:

- Chief responsibility will be processing payroll for the certified staff.
- 8.00 hours per day
- 12 Month Work Calendar including 13 paid holidays
- Duties involve frequent interaction with administrators, other staff members and the public – See enclosed job description
- This position is included in the Exempt classification employees and will receive benefits according to the most recent Board approved *Exempt Staff Employee Handbook*.
- Anticipated Start Date: July 1, 2026

Qualifications:

- High School diploma or equivalent
- Must undergo a successful background check (BCI/FBI) and drug screening

Applications will only be accepted via AppliTrack. Please be advised that we will no longer accept letters of interest for positions in a paper format, nor will they be accepted in an email.

Applications accepted as follows:

Internal/External Applications: 05/29/2026
Deadline for all applications: 06/05/2026 – Until Filled

EQUAL OPPORTUNITY EMPLOYER

The Cuyahoga Falls Board of Education has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities. It is the policy of the Board that no staff member, or candidate for a position, in this district shall, on the basis of race, color, religion, military status, national origin, creed or ancestry, age, sex, actual or perceived gender, actual or perceived sexual orientation, marital status, disability, or genetic information be discriminated against. Upon request to the Director of Human Resources, the District shall make reasonable accommodations for a person with a disability to be able to participate in this process.

Preferential consideration will be given to those applicants who are properly certified/licensed, and have met all federal and state statutory requirements of "highly qualified," in the core academic areas. All applicants must apply for the position and submit any supporting materials via the AppliTrack system. Simply click on the employment button on the district web site then go to "All Vacancies." If you wish to apply for this vacancy, click on "Apply," and complete the online application. **If you are an internal candidate, please apply under Internal Candidates.**

Note to Secretaries: Please print and post in the main office and cafeteria. Thank you!