



# Port Chester-Rye Union Free School District

113 Bowman Avenue  
 Port Chester, New York 10573  
 914.934.7900

To: Non-Instructional Staff  
 From: Maura J. McAward  
 Date: May 11, 2018  
 Re: Non-Instructional Openings

It is anticipated that the following positions will be available:

Effective Dates	Civil Service Title	Minimum Qualifications	Salary Range
July 1, 2018	Sr. Office Assistant (Auto. Syst.) (Twelve Month) Monday-Friday Special Education Department District Office 8:00 a.m. – 4:30 p.m.	High School Graduate and two years of varied clerical experience, one should include the use of automated systems such as Microsoft Excel, Word and Outlook	\$37,331 - \$46,018*

- \* **New Hires at Step 1** or prevailing contract rate for current employees. Current employees in posted titles will receive their prevailing hourly rate or out-of-title employees will receive step credit for time in District.
- \*\* Civil Service Title Required – Candidates without Title will be subject to Proficiency Exams

Send a letter of application and resume by May 25, 2018 to Maura J. McAward, Assistant Superintendent for Business, Port Chester – Rye Union Free School District at the above indicated address or fax to: 934-939-9240 or email to [dmartin@pcschools.lhric.org](mailto:dmartin@pcschools.lhric.org). EOE

Posted	Superintendent's Office	Port Chester Middle School	Village of Port Chester
By:	CSEA President	Edison School	Town of Rye
	Curriculum/Grant	Park Avenue School	Housing Authority
	Office/Athletics	King Street School	Port Chester-Rye Brook
	Port Chester High School	John F. Kennedy School, and	Public Library
		JFK Early Learning Center	

*In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check. Each new employee must consent prior to employment to the following security/background checks at their own expense (see below).*

1. A security/background report is obtained from a consumer reporting agency for the purpose of evaluating you for employment. The cost of this background investigation will be deducted from first earnings (\$25.00-\$50.00).
2. State Education Department Clearance \$91.25 with fingerprinting. Fingerprinting location may charge an additional fee.