



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: January 30, 2018
Re: Non-Instructional Openings (Internal Posting)

It is anticipated that the following positions will be available:

Effective Dates	Civil Service Title	Minimum Qualifications	Salary Range
Immediate	Sr. Office Assistant (Auto. Syst.) Spanish Speaking** (Candidate must be on Westchester County Department of Human Resources Certification List or hold current title.) (12-month, 7.5 hours/day) Business Office	High School Graduate with three years of varied clerical experience, one should include the use of automated systems such as Microsoft Word, Excel and Outlook (calendar). Ability to write, read and speak fluently in English and Spanish	\$37,331-\$46,018

*Contract rate for current employees

** **Civil Service Title Required** – Candidates without Title will be subject to Proficiency Exams prior to appointment

Location subject to change

Send a letter of application and resume by February 14, 2018 to Maura J. McAward, Assistant Superintendent for Business, Port Chester - Rye Union Free School District at the above indicted address or fax to: 914-939-9240 or email to mmichelotti@pcschoools.lhric.org. EOE

Posted By: Superintendent's Office Park Avenue School
Curriculum/Grant Edison School
Office/Athletics Kennedy School
Port Chester High School Office of Special Education
Port Chester Middle School
King Street School

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 a security/background check and fingerprinting at their own expense through a State Education facility.