



# 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 1, 2018  
Re: Non-Instructional Openings

**Internal Non-Instructional  
Posting Only**

It is anticipated that the following positions will be available:

Effective Date	Civil Service Title	Minimum Qualifications	Salary Range
August 2018	Clerical Support (Spanish Speaking) in 10-Month Prevailing In-District CSEA Title for Central Registration – 1-3 hours/week – Curriculum Office	General Secretarial skills	\$19.62/hr.*

\*New hires at Step 1. Prevailing contract rate for current employees.

Send a letter of application and resume to Maura J. McAward, Assistant Superintendent for Business, Port Chester - Rye Union Free School District by May 15, 2018 at the above indicted address or fax to: 914-939-9240 or email to [dmartin@pcschoools.lhric.org](mailto:dmartin@pcschoools.lhric.org). EOE

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