



Port Chester-Rye Union Free School District

113 Bowman Avenue
 Port Chester, New York 10573
 914.934.7900

To: Non-Instructional Staff
 From: Sandra A. Clohessy
 Date: June 6, 2019
 Re: Non-Instructional Openings

It is anticipated that the following positions will be available:

Effective Dates	Civil Service Title	Minimum Qualifications	Salary Range
Sept. 1, 2019	Office Assistant (Auto. Syst.) Spanish Speaking** (Candidates must be on Westchester County Department of Human Resources Certification List or hold current title.) (10-month, 7.5 hours/day) Monday-Friday Port Chester High School	High School Graduate with 1-2 years of general office/ clerical experience involving records maintenance and the operation of automated systems i.e. Microsoft Excel, Word and Outlook. Civil Service title required.	\$29,436-\$36,267*

*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 June 20, 2019 to Sandra A. Clohessy, School Business Administrator, Port Chester - Rye Union Free School District at the above indicted address or email to dmartin@pcrufsd.org. EOE

Posted By:	Superintendent's Office	Park Avenue School	CSEA President
	Curriculum/Grant	Edison School	Housing Authority
	Office/Athletics	Kennedy School	Village of Port Chester
	Port Chester High School	Office of Special Education	Town of Rye
	Port Chester Middle School	General Public	Port Chester-Rye Brook
	King Street School		Public Library

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.