



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 12, 2019
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 |
|----------------|---|---|--------------|
| July 1, 2019 | Data Entry Curriculum Office July 1 to August 31, 2019 Monday to Friday 44 days-7.5 hours/day | Keyboarding, MS EXCEL, and Data Conversion | \$19.62/hr.* |

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

Send a letter of application and resume to Sandra A. Clohessy, School Business Administrator, Port Chester - Rye Union Free School District by June 25, 2019 at the above indicted address or email to dmartin@pcrufsd.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