



# 2019 SUMMER SCHOOL

## Seneca County

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| DATE POSTED            | 1/7/2019   |
| <b>CLOSING DATE</b>    | <b>2/15/2019</b>   |
| POSITION               | 1.00 FTE Summer Administrative Assistant   |
| LOCATION               | Seneca Falls CSD   |
| SALARY                 | \$21.00 - \$31.00 per hour, based on experience  |
| POSITION START DATE    | July 1, 2018 – (some position duties may start in June along with Summer Principal)  |
| POSITION END DATE      | August 16, 2019  |
| STATUS                 | <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY  |
| DURATION               | <input type="checkbox"/> 10 MONTH <input type="checkbox"/> 12 MONTH <input checked="" type="checkbox"/> SUMMER SCHOOL  |
| SPECIAL REQUIREMENTS   | This is considered a Non-Certified position -Must complete the Ontario County Civil Service form, however, no testing is required.   |
| ADDITIONAL INFORMATION | This position serves both the MS and HS programs. The ability to use SchoolTool is required and training will be provided prior to start date if needed. Anticipated school days/hours: Monday – Thursday July 8 – August 8 for MS; HS program continues through Regents, August 13-14, Monday – Friday. 7:30 AM- 1 PM.<br><br>Duties include: Organizing and maintaining student records, ordering supplies, class schedules, distributing and collecting staff employment paperwork to send to BOCES. Other duties as assigned.  |
| TO APPLY               | <b>Submit letter of interest and a summer school application to:</b><br>Mynderse Academy: Faith Lewis; <a href="mailto:FLewis@senecafallscsd.org">FLewis@senecafallscsd.org</a> ; 315-568-5500 ext. 1300<br>Seneca Falls Middle: Kevin Rhinehart; <a href="mailto:KRhinehart@senecafallscsd.org">KRhinehart@senecafallscsd.org</a> ; 315-568-5500<br>Waterloo HS/MS: Jamie Excell; <a href="mailto:jamie.excell@waterloocsd.org">jamie.excell@waterloocsd.org</a> ; 315-539-1550<br>Romulus: Christopher Puylara; <a href="mailto:CPuylara@romuluscsd.org">CPuylara@romuluscsd.org</a> ; 866-810-0345 ext.342<br><b>Applications are available from any contact listed above</b> |

As of July 1, 2001 in accordance with New York State Law, all employees must undergo fingerprinting and a background check.

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| <p>It is Wayne-Finger Lakes BOCES' policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admission (or parent of any such student or candidate); (ii) any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception. Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:</p> |  |   |
| <p>Quinn M. Smith, Director of Human Resources<br/>Administrative Offices, Regional Support Center<br/>131 Drumlin Court, Eisenhower Building<br/>Newark, NY 14513-1863<br/>Telephone: (315) 332-7282<br/>Email: <a href="mailto:Quinn.Smith@wflboces.org">Quinn.Smith@wflboces.org</a></p>  |  | <p>U.S. Department of Education<br/>New York Office<br/>Office for Civil Rights<br/>32 Old Slip, 26th Floor<br/>New York, NY 10005-2500<br/>Telephone: (646) 428-3800<br/>Email: <a href="mailto:OCR.NewYork@ed.gov">OCR.NewYork@ed.gov</a></p> |