



## **Peekskill City School District**

*Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.*

**Office for  
Administrative Services**

**Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499**  
**Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580**

# **PLEASE POST IN APPROPRIATE AREAS**

## **PERSONNEL BULLETIN #2122-019**

### **ANTICIPATED VACANCIES**

#### **July 21, 2021**

**POSITIONS:** Office Assistant (Automated Systems) Spanish Speaking (2)

**QUALIFICATION:**

- Competitive Civil Service position
- Candidates must be on the Westchester County Civil Service eligibility list or presently hold this title to apply.

**LOCATION:** Woodside Elementary School

**REPORTS TO:** Building Principal

**START DATE:** August 24, 2021 (anticipated)

**SALARY:** Terms of employment are in accordance with the Peekskill Association of Educational Secretaries (PAES) Contract.

**CLOSING DATE:** July 28, 2021

### **INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume on-line to: <https://www.olasjobs.org/PeekskillCitySD>

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Mr. Lewis, Assistant Superintendent for Administrative Services at [personnel@peekskillschools.org](mailto:personnel@peekskillschools.org)

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

*The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates.  
Candidates must submit to fingerprints clearance.*