



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 #2122-197

ANTICIPATED VACANCIES

March 9, 2022

<u>POSITION:</u>	Summer IEP Assistant
<u>DESCRIPTION:</u>	Assembles IEP records and properly organize confidential IEP files in the Special Services office.
<u>REQUIREMENT:</u>	Responsible and organized individual who can multitask and work in a fast paced office environment. NYSED fingerprinted and experienced record keeping.
<u>REPORT TO:</u>	Ellen Gerace, Director of Special Services
<u>DATES/TIMES:</u>	May 1, 2022 – August 31, 2022 (Not to exceed 80 hours per assistant)
<u>RATE OF PAY:</u>	\$15 per hour (General Fund)
<u>CLOSING DATE:</u>	March 21, 2022

INSTRUCTIONS TO APPLICANTS:

[Click here to apply!](#)

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.*