



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 #2223-271

ANTICIPATED VACANCIES

June 9, 2023

POSITION: Clerical Substitute(s) (Per Diem) –Part-Time Availability (PTA) – 12 Month Position

LOCATION: District Wide

QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: 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.

REPORTS TO: Building Administration: Principal and Assistant Principal/s.

EXAMPLES OF WORK:

- Answers telephone and refers callers to appropriate party;
- Opens, screens and routes incoming mail and correspondence to appropriate parties, and prepares outgoing mail and materials;
- Operates a variety of office equipment, such as adding machines, duplicating machines, fax machines, postage meters and materials;
- May schedule appointments for professional or field staff or make arrangements for meetings by preparing necessary materials as directed;
- Provides general information to the public, in person and over the phone, about office programs and procedures;
- Assists in the maintenance of records and files in alphabetic, numeric, or chronological order;
- May assist in retrieving and compiling information from manual and automated files for the preparation of correspondence, response to inquiries, etc., as directed;
- May assist in the generation of and preparation of correspondence, memoranda, and/or other information of a routine nature; i.e. form letters,

pre-formatted documents/forms, etc. using a word processor and various software applications;

- May be asked to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- Assists other clerical workers in the office as directed by the supervisor;
- Does related work as required;
- Multilingual applicants encouraged to apply.

WORK DAY:

Seven (7) hour work day; Maximum of four (4) days per week. Follows the twelve (12) month school district fiscal year calendar.

DATES:

June 2023-June 2024

SALARY:

\$21.00 per hour, as worked, without benefits

CLOSING DATE:

Continuous Recruitment through June 2024

Click to learn more about Peekskill

[Recruitment Video](#)

[District Highlights & Media Sites \(Flyer\)](#)

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

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.