



PLEASE POST

NOTICE OF NON-INSTRUCTIONAL VACANCY

EFFECTIVE DATE	2023-24 School Year
POSITION	Part-Time Clerk 1 p.m. - 5 p.m.
STATUS	Probationary
LOCATION	Buildings & Grounds Department
DUTIES	<ul style="list-style-type: none"> ● Perform routine clerical tasks in a school district setting ● Requires a working knowledge of office practices and procedures ● Customary duties associated with the position
SALARY	Salary will be determined according to the MECA Bargaining Unit Agreement
APPLICATION PROCEDURE	<ul style="list-style-type: none"> ● Apply through OLAS - https://www.olasjobs.org/ OR ● eMail resume and cover letter to personnel.department1@ecsdm.org ● Application can be completed in-person at 223 Wisner Avenue, Middletown, NY 10940

FINGERPRINT CLEARANCE

Candidates must submit to fingerprint clearance.

The Enlarged City School District of Middletown is an Equal Opportunity Employer and does not discriminate against age, race, religion, ethnicity, color, gender identity, sex, sexual orientation, national origin, disability or protected veteran status in its hiring, educational programs and activities it operates. We are committed to creating a diverse environment and are proud to be an equal opportunity employer.

Aug 22, 2023