



WILSON CENTRAL SCHOOL DISTRICT  
VACANCY ANNOUNCEMENT

<b>TITLE OF POSITION:</b>	Secretary to the Superintendent
<b>STATUS:</b>	12 month appointment
<b>SALARY:</b>	\$42,000 - \$45,000
<b>EST START DATE:</b>	July 1, 2020
<b>REQUIREMENTS:</b>	1. High School Diploma or General Education Diploma <b>AND</b> 2. Five (5) Years of Secretarial Experience 3. Background check and fingerprint clearance through Identogo / TEACH (New York State Education Department).
<b>PREFERRED QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>– Excellent interpersonal and computer skills</li><li>– Ability to interact appropriately with a wide variety of individuals</li><li>– Ability to maintain confidentiality</li><li>– Ability to multi-task and show initiative and resourcefulness</li></ul>
<b>TYPICAL WORK ACTIVITIES (Illustrative Only):</b>	<ul style="list-style-type: none"><li>– Acts as the personal and confidential secretary to the Superintendent of Schools including appointments, mail, transcribing and typing.</li><li>– Acts as office receptionist including answering incoming calls, greeting visitors, providing routine information, etc.</li><li>– Assists in the preparation, assembly dissemination of reports.</li><li>– Maintains a variety of office records.</li><li>– Assists with planning and executing special events.</li><li>– Assists Director of Transportation with transportation requests.</li><li>– Acts as District Clerk/Secretary to the Board of Education.</li><li>– Attends Board of Education meetings and takes minutes.</li></ul>
<b>APPLICATION PROCESS:</b>	<p>Submit application, cover letter and resume through: <a href="#">WNYRIC Applicant Tracker OR (preferred) Job # 3300023214</a></p> <p>Paper applications available upon request.</p> <p>Applications must be received no later than: <b>May 18, 2020.</b></p>
<b>POSTED BY:</b>	Timothy P. Carter, Superintendent of Schools April 27, 2020

The Wilson Central School District advises students, parents, employees and the general public that it does not discriminate on the basis of sex, race, color, national origin, handicapping conditions, marital status or veteran status in the employment or the educational programs, including vocational education opportunities, and activities which it operates, and is in full compliance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding this nondiscrimination policy and copies of the grievance procedure for the prompt resolution of complaint may be directed to: Carolyn Oliveri, Business Administrator, Wilson Central School District, Wilson NY (716)751-9341.