SECRETARY I
East Ramapo Central School District

The East Ramapo Central School District has an immediate opening for two twelve-month positions as a Secretary I.

The first position involves being the Principal’s secretary in the Middle School (grades 7 and 8) level. Candidate will be executive assistant to Principal and work in main office of middle school located in Chestnut Ridge, NY. Candidate will create correspondence as needed, arrange meetings, do follow up reports as well as assist in the creation of year end evaluations and quarterly reports of staff as required. Must be able to learn several educational computer platforms (i.e., eschool, WinCap, Groupwise, etc.) Candidate will deal with teaching staff as well as students and their parents/guardians. Work direction may be given to subordinate staff.

The second position involves assisting in the Guidance Office of the High School (grades 9-12) located in Spring Valley, NY. Candidate will work directly with Assistant Principal in the guidance office and provide direct clerical support as well as assist students/parents/guardians with questions relating to course work, information on colleges and scholarships/grants. Candidate will be required to respond to requests from other school jurisdictions regarding present as well as graduated students. Must be able to learn several educational computer platforms (i.e., eschool, WinCap, Groupwise, etc.). Candidate will deal with teaching staff as well as students and their parents/guardians. Work direction may be given to subordinate staff.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

NOTES:

1. Any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. An Associate’s degree or higher may be deemed fully qualifying.

Good knowledge of written and verbal English is a must; ability to deal effectively with students/parents/guardians in person, over the phone and in writing.

Both positions are five days a week, Monday - Friday, for 8 hours per day with a one-hour lunch period. Salary for both positions is $28,892 ($15.82/hour) or commensurate with candidates’ experience.

Mail resume to Dianne Psaros, ERCSD, 105 South Madison Avenue, Spring Valley, NY 10977 or email to dpsaros@ercsd.org.