

WATKINS GLEN CENTRAL SCHOOL DISTRICT

303 12TH STREET
WATKINS GLEN, NY 14891

KAI A. D'ALLEVA
Superintendent of Schools
(607) 535-3220
(607) 535-4629 – fax



KYLE PERCEY
School Business Administrator
(607) 535-3219
(607) 535-4629 – fax

NOTICE OF ANTICIPATED VACANCY

April 2023 – July 2023

POSITION: Administrative Assistant to the Superintendent – TEMP

SALARY: \$19 per hour

STARTING: April 2023

Additional information such as functions, duties, position characteristics can be found here:
<http://schuylercounty.us/DocumentCenter/View/6788/Administrative-Assistant-to-the-Superintendent>

This is a Civil Service Position. Interested candidates should respond to Schuyler County Civil Service Office.

Civil Service approval required
(Interested Applicants must respond to / apply at Civil Service)
NYSED Fingerprinting Required