



# ITHACA CITY SCHOOL DISTRICT

400 Lake Street • Ithaca, New York • 14850

## NOTICE OF VACANCY

**We envision 6000+ Thinkers.** Thinking is foundational to the development of self and society. It is the cornerstone of all creative ideas and problem solving, new scientific discoveries, new products and services, individual and organizational learning, education, business success, interpersonal and intrapersonal communications, all social change and even democracy itself. Our vision is what we see. It motivates us. Our vision is audacious.

**Our Mission is to engage, educate, and empower.** We will strive to engage all students in the importance and relevance of thinking; to educate every learner to communicate, comprehend, and collaborate for understanding; and to empower all in the ICSD to achieve academic excellence.

**Position Title:** .5 Senior Typist 12-Month (19.25 hours per week)

**Brief Description:** The position completes a wide variety of complex administrative tasks for the Athletics Officer including managing a very active calendar for appointments; submitting budget reports, maintaining an ongoing budget sheet, arranging game schedules and travel arrangements for more than 50 sports teams during a 10 month period. Administers proper payment process on both a daily basis for coaches, referees and contest staff. The candidate plans, coordinates Athletics Office schedule to make sure student, coaches, community and district needs addressed in a timely fashion. Person will make arrangements for coaches, sports kickoffs, staff and community meetings which will also include various tasks. Other duties as assigned.

**Location:** Ithaca High School Athletic Office

**Anticipated Date:** May 23, 2022

**Posting Dates:** May 27, 2022 - until filled

### Required Qualifications:

- The Ithaca City School District is committed to eliminating race, class and disability as predictors of academic performance, co-curricular participation and discipline. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support these efforts.
- Must Possess flexibility, adaptability, good organizational skills, must be task oriented, work well under pressure. **Must be eligible for appointment as a Senior Typist by Civil Service.**

**Salary Range:** \$34,226 (12-Month base for 1.0 FTE) in accordance with Collective Bargaining Agreement

**Apply:** [www.applitrack.com/icsd/onlineapp/](http://www.applitrack.com/icsd/onlineapp/)

*(Internal applicants send a letter of interest to Human Resources)*

5/27/22

*The Ithaca City School District does not unlawfully discriminate in employment on the basis of age, race, color, religion, creed, ethnicity, national origin, sexual orientation, gender identity and expression, military status, veteran status, sex, disability, predisposing genetic characteristics, marital status, familial status, domestic violence victim status, or other federal/state protected status.*