



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: 12-Month School Secretary (38 ½ hours per week)

Brief Description: The work involves the performance of a variety of secretarial duties in the office of an elementary school. Maintain confidential student and employee records, schedules, manage budgeting, ordering, employee attendance and substitutes. Interface with visitors, students and families. Other duties as assigned by the Principal.

Location: Cayuga Heights Elementary School

Anticipated Date: November 22, 2021

Posting Dates: November 22, 2021 - 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 School Secretary by Civil Service. Candidates possessing the title of Senior Typist are welcome to apply.**

Salary Range: \$32,828 in Accordance with Collective Bargaining Agreement.

Apply: www.applitrack.com/icsd/onlineapp/

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.