

## NOTICE OF ANTICIPATED VACANCY

ITHACA CITY SCHOOL DISTRICT  
ITHACA, NEW YORK

**Position Title:** CLERICAL SUBSTITUTES

**Brief Description:** The person will greet all staff, visitors and students. You will answer phones and perform duties in the absence of clerical person. Other duties as assigned.

**Qualifications:** Computer skills and extremely accurate data management are very high priority for this position. The candidate must also be flexible and adaptable and be capable of easily multitasking. Strong interpersonal skills are a necessity as well as a positive attitude and an interactive, teamwork approach to the job.

**Start Date:** As need basis

**Posting Dates:** On Going

**Salary:** Varies per duties/person subbing for.

**Apply to:** <https://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 victims status, or other federal/state protected status.*