



Glen Cove City School District

Andrew DiNapoli
Assistant Superintendent
for Human Resources
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ANTICIPATED VACANCY ANNOUNCEMENT

TYPIST 10-MONTH

Salary: \$35,634 (Prorated for 2024-2025)

Glen Cove City School District is committed to recruit and hire the most qualified staff members who are dedicated to the success of all students and the Glen Cove City community.

Job Description: The Typist will support Glen Cove High School and the responsibilities of the Attendance Office.

Qualifications:

- *Must have taken and passed the Civil Service exam and qualify for eligibility on the current Typist List*
- Ability to work independently and strong interpersonal skills
- Excellent organizational, computer, and communication skills
- Bilingual preferred
- Fingerprinting clearance required

Essential Duties (include, but are not limited to):

- Plan, maintain, and supervise filing systems for student attendance reports
- Monitor student attendance, provide attendance information and reports to building administration
- Engage in parent communication regarding attendance inquiries
- Utilize computer systems and procedures in completion of assigned clerical tasks
- Other related duties as assigned by the building administration

Location: Glen Cove High School

Effective: o/a January 23, 2025

Application Instructions: Qualified candidates should follow and complete all canvassing instructions before the deadline.

/mp
12/27/24