

# VACANCY NOTICE

for  
SOUTH COUNTRY CENTRAL SCHOOL DISTRICT

## INTERNAL APPLICANTS

(For those applicants who are currently employed by South Country School District)

Please send email with cover letter and resume attached to [HR@SOUTHCOUNTRY.ORG](mailto:HR@SOUTHCOUNTRY.ORG). It is not necessary for you to apply on OLAS.

## EXTERNAL APPLICANTS

(For those applicants who are not currently employed by South Country School District)

Please apply at [WWW.OLASJOBS.ORG/LONGISLAND](http://WWW.OLASJOBS.ORG/LONGISLAND). Please complete the application process on line. Upon completion, you will receive a confirming email. Do not send a paper resume, cover letter or email to the Human Resources Office. Only applications through OLAS will be accepted. If you do not have access to a computer, or need assistance in the application process, please notify our Human Resources Office.

## SUBSTITUTE CLERICAL – OFFICE ASSISTANT

POSTING NUMBER	25-191
POSTING DATE	September 9, 2025
POSTING ENDING DATE	June 30, 2026
POSITION LOCATION(S)	District Wide
POSITION EFFECTIVE DATE	ASAP
SALARY INFORMATION	\$17.00/hr.
FUNDING	General Fund

### ADDITIONAL INFORMATION:

- All applicants must successfully complete the NYSED fingerprint requirements.
- The position is a non-competitive Civil Service position. Hours are limited as defined by Civil Service Law.
- Bilingual preferred

