

WELCOME NEW HIRES



2025-2026 ACADEMIC YEAR

#MTVERNONSHINES

WELCOME	HUMAN RESOURCES	GET TO KNOW MOUNT VERNON
MISSION AND VISION	PAYROLL AND BENEFITS	TASTE OF MOUNT VERNON
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WELCOME TO THE MOUNT VERNON CITY SCHOOL DISTRICT

FOR THE
2025-2026 ACADEMIC YEAR

Dear New Hires:

We are thrilled to welcome you to the Mount Vernon City School District! The purpose of this digital guide is to provide you with some helpful information about the district that we hope you can utilize throughout the year.

MISSION & VISION

MISSION

The Mount Vernon City School District, comprising its board members, staff, scholars, parents, and community members, is dedicated to fostering an inclusive environment that recognizes every scholar's unique qualities while providing a comprehensive and rigorous education that promotes respect, cultivates character, and inspires intellectual growth. The district is committed to empowering scholars to become lifelong learners, who are successful and responsible citizens and who positively contribute to their local and global communities.

VISION

The Mount Vernon City School District, through a shared decision-making process, is committed to helping its scholars, parents, teachers, and administrators enhance their academic, social, economic, and technological skills to prepare individuals to function effectively in today's global society.

To Learn More about the District's Mission, Vision, Core Values, and Goals: [Click Here](#)

CORE VALUES



- All scholars can learn.
- Scholars learn in different ways and at different paces.



- Scholars should be challenged to be lifelong learners.
- The key aspect of education is developing well-rounded scholars who think creatively and critically to make informed decisions and solve problems.



- Education enables individuals to be responsible, self-disciplined members of society.
- Cultural diversity enriches the educational experience for scholars.



- A safe and caring environment is important to scholars and staff.
- Education is a collaborative partnership with the Board of Education, staff, scholars, families, and resources in the community.

QUICK CONTACTS AND LINKS:

Mount Vernon City School District Office	165 North Columbus Avenue Mount Vernon, NY 10553 (914) 665-5000 contactus@mtvernoncsd.org
Mount Vernon City School District Website	🌐 Home - Mount Vernon City School District <i>Information Hub for The Mount Vernon City School District</i>
Quick Links Function on website	🌐 Quicklinks - Mount Vernon City School D... Quick access to commonly used website functions
Mount Vernon City School District Calendar	🌐 Calendar - Mount Vernon City School Dis... <i>Important Calendar containing Academic Events, School Closures, etc.</i> <i>Physical copies of the calendar can be found in School Buildings</i>
Board of Education	🌐 Board of Education - Mount Vernon City ... <i>Board of Trustees, Board Docs (Board Meeting Agendas & Minutes), Board Meeting Schedule, Board Meeting Video Library & Livestreams, Board Committees, etc</i>

HUMAN RESOURCES

It is the responsibility and obligation of the Office of Human Resources to maximize student access, opportunity, and academic achievement in the Mount Vernon City School District by:

- Providing caring, competent, and qualified instructional and non-instructional personnel in every area.
- Supporting all faculty and staff through the processes of recruitment, induction, probation, tenure, and continuing training and professional development.
- Meeting compliance training requirements.
- Maintaining accurate and complete staffing records.

Use the “I want to, what should I do?” section below to navigate common scenarios for the Human Resources Department.

I WANT TO:	WHAT SHOULD I DO?
Report an absence and/or time off <i>(Sick, Personal, Vacation, etc)</i>	Access Frontline Education (formerly AESOP): Frontline Education
Request a Verification <i>Employment Verification, Verification of Paid Experience - Teaching Assistant</i>	Submit a Verification Request Form: Important Forms
Update my Employee Information <i>Name, Address, Phone, Email, Emergency Contact(s)</i>	Complete an updated Emergency Information Card: Emergency Information Card
View my Employment Contract <i>MVFT, MVAG, CSEA, Local 338</i>	Contracts can be found below: Employment Contracts
Make an additional Human Resources Request: • <i>Salary Reclassifications, Completion of Approved Continuing Teacher and Leader Education (CTLE) Hours Certificate</i> • <i>Family Medical Leave of Absence (FMLA), Workplace Accommodations</i> • <i>Sexual Harassment Complaints, Employee Incident/Work-Related Injuries</i> • <i>Transfer Requests</i>	Most requests require written authorization and are fulfilled upon submission of a form. Important and common Human Resources forms can be found at: Important Human Resources Forms
Contact the Human Resources Department	Contact information for the Human Resources Department can be found on the Human Resources page of the website. Human Resources Department

IMPORTANT NOTES FROM HUMAN RESOURCES

To ensure efficient and timely service, be sure to fill out all forms and paperwork completely.	<u>Office of Human Resources</u> <u>HumanResources@mtvernoncsd.org</u> 165 North Columbus Avenue Mount Vernon, NY 10553 Phone: (914) 358-2350 Fax: (914) 665-5596	An Employee Assistance Program (EAP) is a free benefit for you and your family members. EAP offers a broad array of tools and services to help with problems that might affect your personal or work life. For more information: 🌐 Employee Assistance Pr...
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Did you know?

Community Swim is available at MVHS



[🌐 Swim at MVHS - Mount Vernon City School...](#)

Mount Vernon is home to

St. Paul's Church (National Historic Site)



[🌐 Saint Paul's Church National Historic Site \(...\)](#)

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GET TO KNOW MOUNT VERNON

Known as the Jewel of Westchester, the City of Mount Vernon, New York is a vibrant, diverse community with a deep history and a modern, dynamic spirit. Mount Vernon is a city lined with cultural diversity, rich talent, green spaces, global cuisines, and a strong sense of community pride.

CITY & PUBLIC SERVICES

City Hall 1 Roosevelt Square N, Mt Vernon, NY 10550 (914) 665-2300 Website	Mount Vernon Public Library 28 S 1st Ave, Mt Vernon, NY 10550 Website
United States Postal Service 15 S 1st Ave, Mt Vernon, NY 10550 440 E Sandford Blvd, Mt Vernon, NY 10550 65 Fleetwood Ave, Mt Vernon, NY 10552 Website	Mount Vernon Police Station 2 Detective Christopher Ridley Way, Mt Vernon, NY 10550 (914) 665-2500 Mount Vernon Firehouses Website
Montefiore Hospital 12 N 7th Ave, Mt Vernon, NY 10550 Website	Westchester Community Health Center 107 W 4th St, Mt Vernon, NY 10550 Website

TRANSIT

Metro North Train Stations and Beeline Bus Lines

[Public Transportation Map](#)

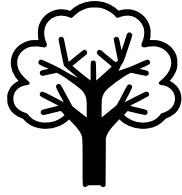
PARKS, TRAILS AND RECREATION

The Stadium at Memorial Field <i>Multi-purpose stadium</i>	Hartley Park <i>Neighborhood park</i>
Brush Park <i>Public park</i>	Wilson's Woods Park <i>Public park</i>
Hunt's Wood Park <i>Hiking and nature trails</i>	Hutchinson Field <i>Recreation center</i>

This list highlights just a few of Mount Vernon's many amenities. The city is filled with plenty gems and the surrounding towns also feature a variety of highlights.

Did you know?

Willson's Woods Park is one of the oldest parks in the county parks system.



[Wilson's Woods Park](#)

Mount Vernon is home to

St. Paul's Church (National Historic Site)

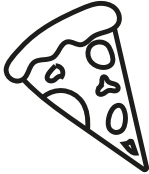


[St. Paul's Church](#)

TASTE OF MOUNT VERNON

Mount Vernon's dining scene reflects the city's vibrant diversity, from longtime family-owned favorites to flavors from around the world.

Ashley's Sweet Treats 📍 Sanford Blvd Dessert shop for custom cakes, cupcakes, and other sweet treats 	Cruz Deli 📍 9th Ave Long-standing deli offering a range of hot and cold eats, plus breakfast and Portuguese tarts	Jus' Jerk 📍 Lincoln Ave Casual restaurant specializing in Jamaican standards such as jerk chicken and pork, alongside rice and peas	Poppy's Deli 📍 Sanford Blvd Deli 
The Bayou 📍 Gramatan Ave Roadhouse-style venue for Cajun fare with an array of hot sauces, live blues & zydeco	Cupcake Cutie Boutique 📍 6th Ave Bakery offering freshly made cakes, cupcakes, and other sweet treats in a variety of flavors for special occasions 	Jungle Restaurant 📍 Grand St Warm spot for Caribbean staples 	Ripe Kitchen 📍 Sanford Blvd Celebrated Jamaican classics plus a backyard with palm trees
BR Brazilian Restaurant 📍 Lincoln Ave Informal restaurant specializing in Brazilian fare such as steak and caipirinhas	Dunkin' 📍 Gramatan Ave 📍 Prospect Ave 📍 Sanford Blvd Long-running chain serving breakfast items & a variety of coffee drinks 	King's Southern Delight 📍 3rd St Eatery, featuring fried chicken, baked turkeys wings, corn bread, Southern comfort food classics, and fried fish dishes.	Sal's Deli 📍 Gramatan Ave Eatery serving a variety of breakfast and lunch fare along with snacks 
Burger King 📍 Columbus Ave Informal restaurant specializing in Brazilian fare such	Flaming Grill & Modern Buffet 📍 Sanford Blvd All-you-can-eat buffet serving Chinese, Italian,	McDonald's 📍 Fulton Ave 📍 Gramatan Ave Classic, long-running fast-food	Subway 📍 Sanford Blvd Casual counter-serve chain for build-your-own

as steak and caipirinhas	Japanese & other American fare	chain known for its burgers and fries 	sandwiches & salads
CB Jerk Center 📍 3rd St Mobile eatery with a tent offering Jamaican-style cuisines & sides for take-out	Fleetwood Pastry Shop 📍 Gramatan Ave Bakery specializing in classic & customized cakes, cookies, pies & other pastries 	Padaminas Brazilian Bakery 📍 Lincoln Ave Cafe-bakery featuring pastries, breakfast staples, sandwiches and other meals	Sugar Bowl 📍 5th Ave Breakfast and lunch spot offering coffee and American dishes
Chalanas Brazilian BBQ Buffet 📍 Lincoln Ave Casual Brazilian restaurant offering all-you-can-eat churrasco meats & a salad buffet	Home Frite 📍 Gramatan Ave Casual eatery serving fries loaded with toppings, plus burgers and chicken sandwiches 	Pizza Bella 📍 Columbus Ave Take-out and delivery restaurant offering pizza along with other comfort eats 	The Cozy Cup 📍 Broad St Tea House with a variety of popular and Caribbean flavors
Columbus Diner 📍 Columbus Ave Family-owned diner offering breakfast classics plus sandwiches and comfort fare 	Joe's Fleetwood Pizza 📍 Broad St Longstanding pizzeria also serving classic Italian entrees in a family-friendly atmosphere.	Pizza King 📍 Gramatan Ave Pizza restaurant offering generous portions and other comfort foods	Toss't and Press't 📍 Prospect Ave Small batch salad bar 

The selections here highlight just a few local spots but this is by no means an exhaustive list. There are many more delicious options in Mount Vernon. The surrounding towns also have valued options.

The City of Mount Vernon also features a two-edition series called “Mount Vernon Gems”

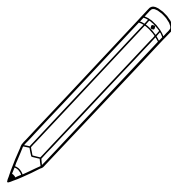
[Learn More](#)

SHOP MOUNT VERNON

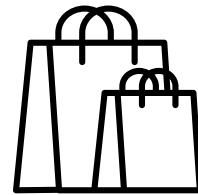
Petco	Snipes
CVS	T.J. Maxx
Staples	Best Buy
The selections here highlight just a portion of the shops in Mount Vernon. The surrounding towns also have valued shopping destinations.	

Did you know?

Lakeshore Learning Center is nearby! It is located in Midway Shopping Center in Scarsdale



[MyEducationDiscount.com](https://www.MyEducationDiscount.com) lists exclusive discounts for Educators and Staff



The Mount VernonCity School District has no affiliation with any businesses or entities listed in this guide. Data for the businesses and entities were extracted from their respective Google My Business pages. [Click to Learn More.](#)