



Letchworth Central School District

5550 School Road ~ Gainesville, NY 14066

Todd Campbell
Superintendent
(585) 493-5450

John Novak
Business Admin
(585) 493-5150

Cheryl Wilkolaski
Pupil Personnel Dir
(585) 493-3512

Michelle Bergmann
Dir of Curr & Instr
(585) 493-3513

Rachel Webster
PK-4 Principal
(585) 493-2581

Amy Leone
5-8 Principal
(585) 493-2592

Paul Rogers
9-12 Principal
(585) 493-2571

Tyler King
Asst Principal 5-12
(585) 493-2571

Directory
Auto Attendant
(585) 493-5999

ANTICIPATED VACANCY

POSITION: Administrative Secretary - Business Office - Confidential

- Full Time, 12 Months
- 1,890 hours per year
- Civil Service - HELP Program

START DATE: June 1, 2026

SALARY: \$18.00 - \$23.00/hour
(Commensurate with experience and qualifications)

QUALIFICATIONS: General Office Procedures, Organized, Dependable, Able To Multi-Task. Requires Strong Computer Skills (Microsoft Word, Excel, Google Docs)

BENEFITS: Sick / Personal / Bereavement Time, Paid holidays, Healthcare benefits (Single or Family)

APPLICATIONS: Candidates should send letter of interest to:
District Office – Administrative Secretary
Letchworth Central School
5550 School Rd.
Gainesville, NY 14066
OR e-mail to kcummins@letchworth.k12.ny.us

APPLICATION DEADLINE: April 27, 2026 @ 3:00 PM