



Caledonia-Mumford Central School

The Caledonia-Mumford Central School District in collaboration with our community, takes pride in providing safe, comprehensive and rigorous experiences in order for all students to graduate as ethical, responsible, lifelong learners who are college and career ready.

JOB OPENING

Elementary School Secretary

POSTING DATE:
May 1, 2026

START DATE:
July 1, 2026

STARTING SALARY:
Per Contract

The Caledonia-Mumford Central School District educates approximately 800 students (UPK-Grade 12) who learn in our elementary school (UPK-Grade 5) and our middle/high school (Grades 6-12). Caledonia is located approximately 20 miles southwest of the city of Rochester in the northern part of Livingston County and in the picturesque Genesee Valley. Students in Caledonia-Mumford not only achieve in our classrooms but in athletics and performing arts. Our community, Board of Education, teachers, staff, and administration create the conditions for all of our students to succeed. Please visit our website to learn more about our outstanding school district!

99 NORTH STREET
CALEDONIA, NY 14423
(585) 538-6811

WWW.CAL-MUM.ORG

WHAT DO I NEED TO KNOW ABOUT THIS POSITION?

A Clerk Typist is fundamental to the operations of the school. The work involves performing routine clerical duties that require a skilled level of writing and assisting in the performance of more difficult and meticulous clerical work. The work is performed under direct supervision permitting some exercise of independent judgment in carrying out the details of the work. An employee in this class may be required to undergo training to develop and/or increase skills in the operation of various programs.

WHO ARE WE LOOKING FOR?

Thorough knowledge of secretarial practices; thorough knowledge of office practices and procedures; knowledge of computer databases and Google for education; ability to keyboard at an acceptable rate of speed; ability to plan and supervise the work of others, within well-defined limits; ability to understand and interpret written material; ability to get along well with others; ability to self-direct; flexibility and ability to prioritize work; good judgment; initiative and resourcefulness; tact and courtesy; neat appearance; physical condition commensurate with the demands of the position.

HOW DO I APPLY?

Please complete the application process on Recruitfront. You can access Recruitfront from our website cal-mum.org.

This is a civil service Clerk/Typist competitive position. Applicants must have one of the following qualification options in order to be approved for examination and/or appointment:

Graduation from high school or possession of a high school equivalency diploma or two years clerical experience involving the use of a computer.

FINGERPRINTS REQUIRED

Persons wishing to be employed within a school district must be fingerprinted. Caledonia-Mumford School District utilizes the MorphoTrust system for digital fingerprinting. An appointment for fingerprinting needs to be made electronically by accessing the website at www.identogo.com, service code: 14ZGR7. The total fee for fingerprinting is approximately \$102.00.

The Caledonia-Mumford Central School District is in compliance with the U.S. Civil Rights Act of 1964 and the Title IX Educational Amendments of 1972, Part 86. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or marital status.