



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: As Soon As Possible

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: Open Until Filled

The Letchworth Central School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, or disability.