



DRYDEN

CENTRAL SCHOOL DISTRICT

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Dryden, NY 13053
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ANNOUNCEMENT OF VACANCY

OUR MISSION

- ◆ Educate and empower each learner to achieve excellence and build a better world.

OUR VISION

- ◆ We aspire to be the school district others strive to become.

OUR CORE BELIEFS

- ◆ Students come first.
- ◆ Everyone can learn.
- ◆ We have high expectations for all.
- ◆ A safe, joyful and nurturing environment promotes learning and growth.
- ◆ We encourage creativity, problem solving and innovation.
- ◆ We act with integrity and accountability.
- ◆ We cultivate resilience and build strength of character.
- ◆ We value diversity and treat everyone with respect, compassion and dignity.
- ◆ Positive relationships and partnerships are essential.

Title of Position:	Administrative Assistant- Level 2 (2 positions) This will be a Provisional civil service appointment pending Tompkins County exam being given and the list of eligibles established.
Brief Description:	There are two Administrative Assistant- Level 2 positions available in the district. 1- Assigned to the Office of Student Services at Dryden Elementary School, 12-month position. 1- Assigned as building clerical support at Cassavant Elementary School, 11-month position. These positions play an important role to ensure the office, building, and district run in an organized and efficient manner.
Posting Dates:	September 27, 2022 - October 6, 2022
Effective Date:	As soon as possible for the position at Dryden Elementary School, and October 31, 2022 for the position at Cassavant Elementary School.
Qualifications Required:	All candidates must possess a high school diploma or high school equivalency diploma. Experience with performing clerical duties is preferred but not mandatory.
The Dryden Difference:	At Dryden, every learner will be educated and empowered to achieve excellence to their ability and build a better world because of the work we do, the services we provide, and the love, care, and concern we have for our students and their families.
Rate of Pay:	\$17.76/hour (40 hours/week)
Apply To:	https://www.tompkinscivilservice.org/civilservice/apply/7573

At Dryden Central School District, we are committed to providing an environment of dignity and respect where equal employment opportunities are available to all applicants. We do not discriminate against any employee or applicant on the basis of age, race, color, religion, ethnicity, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, military or veteran status, or any other characteristics protected by state or federal laws.