



DRYDEN

CENTRAL SCHOOL DISTRICT

P.O. Box 88
Dryden, NY 13053
Main Office (607) 844-8694
District Office (607) 844-5361
FAX (607) 844-4733

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

This will be a Provisional civil service appointment pending Tompkins County exam being given and the list of eligibles established.

Brief Description:

The Administrative Assistant- Level 2 position available in the district is assigned to the Office of Student Services at Dryden Elementary School, 12-month position. The office is located at Dryden Elementary School. This position plays an important role to ensure the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) runs in an organized and efficient manner.

Posting Dates:

November 14, 2022 - November 19, 2022

Effective Date:

As soon as approved by the BOE

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/7640>

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.

#LionPride