

SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT
Scotia, New York

PLEASE POST

VACANCY- Effective July 1, 2026

CIVIL SERVICE TITLE: EXECUTIVE SECRETARY I
MIDDLE SCHOOL ATTENDANCE SECRETARY

The Main Office Attendance Secretary is an essential support position. The successful candidate will provide clerical support including attendance reporting to the middle school administrators and will serve as a resource to staff, students, families, and the community.

CIVIL SERVICE COMPETITIVE - Eligible candidates must hold the civil service title or be eligible to qualify by examination. A provisional appointment may be made for an eligible candidate.

Minimum Qualifications

- Possession of an Associate's Degree awarded by a college accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education and two years of clerical experience which shall have involved typing; or
- Graduation from high school or possession of a high school equivalency diploma and four years of experience as defined in (a) above; OR.
- Six years of experience as defined by (a) above.

Hours: 7:00 am - 4:00 pm (8 hours - 1 hour lunch)

Work Year: 10 months

Salary & Benefits: In accordance with provisions in the Secretarial Association contract.

To Apply: Send a letter of interest and resume by July 13, 2026

Email: jbush@sgcsd.net

Subject: Executive Secretary I

or

In writing to: Andrew Giaquinto, School Business manager
900 Preddice Pkwy, Scotia, NY 12302