

VACANCY

School Office Assistant

The Hoosic Valley Central School District is seeking a qualified individual to fill a full-time, 10 month probationary position as School Office Assistant in the elementary school, effective immediately. The successful candidate must meet the qualifications for and pass the School Office Assistant Exam through the Rensselaer County Civil Service Commission when scheduled.

Typical Duties include:

- Perform clerical work and answer phones for the office;
- Open and distribute mail;
- Monitor the front entrance for safety issues;
- Greet parents and visitors as they enter and exit the school;
- Responsible for visitor sign in sheets, visitor badges distribution and collection;
- Take bus changes and notes from parents and distribute them to the child and/or teacher;
- Transfer phone calls to voice-mail for entire staff;
- Contact custodians when emergencies arise;
- Cover for secretary during break and/or absences;
- Assist Principal when needed;
- Report phone messages from parents regarding student absences and tardiness to the attendance office;
- Monitor early dismissal students;
- Related duties as required.

Required Knowledge, Skills, Abilities:

- Good knowledge of the operations, policy and procedures of the school system;
- Good computer skills, including Microsoft Word;
- Good clerical aptitude;
- Good communication skills.

Salary: \$19,426

Send letter of interest and resume to:

G. Michael Apostol, Superintendent

Hoosic Valley Central School

[2 Pleasant Avenue](#)

[Schaghticoke, NY 12154](#)

Deadline for Application: March 5, 2021

Posted: February 23, 2021