



NOTICE OF VACANCY

Posting Number: 420066 S

Posting Date: March 25, 2020

Starting Date: June 26, 2020

Position Title: Secretary

Location: Erie 1 BOCES Summer Program:
Maryvale Primary School (Cheektowaga)
Casey Middle School (Williamsville)
West Seneca East Middle School (West Seneca)

Duration: June 26, 2020 – August 18, 2020

Hours: 8:00 AM – 3:00 PM

Salary: \$ 15.00/hr.

Qualifications: ---Relevant office experience within the last three (3) years

Responsibilities: Assist the supervisory staff with the daily responsibilities related to the operation of the Summer Program for Students with Disabilities

NOTE: All employees are expected to work the full duration of the Summer Program (6 weeks)

Application for this position can be accessed at www.e1b.org
Follow the link on the top of the Home Page under the heading:
EMPLOYMENT
SPECIAL EDUCATION SUMMER SCHOOL

For Returning Staff:
APPLICATIONS WILL BE ACCEPTED THROUGH MAY 1, 2020

For New Staff:
APPLICATIONS WILL BE ACCEPTED THROUGH MAY 15, 2020

NOTE: July 1st & July 2nd – Set up days for all programs (All staff must attend)

Special Notes: When responding to or inquiring about this Notice of Vacancy, please refer to the Posting Number noted above.

Requests for reasonable accommodations at the interview under the Americans with Disabilities Act must be submitted in writing to the ADA Coordinator (Director, Human Resources) at least 48 hours prior to the interview.