



## NOTICE OF VACANCY

**Posting Number:** 420066 S

**Posting Date:** March 25, 2021

**Starting Date:** June 28, 2021

**Position Title:** Secretary

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

**Duration:** June 28, 2021 – August 17, 2021

**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](http://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, 2021**

**For New Staff:**  
**APPLICATIONS WILL BE ACCEPTED THROUGH MAY 14, 2021**

**NOTE:** July 1<sup>st</sup> & July 2<sup>nd</sup> – 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.