

VALLEY CENTRAL SCHOOL DISTRICT

District Openings

(Updated 12-14-18)

ADMINISTRATIVE

- **NONE**

INSTRUCTIONAL

- **NONE**

NON-INSTRUCTIONAL

- **District Clerk**

- District Office
- Full-Time ~ 12 months
- Immediately Vacancy
- Assists the Assistant Superintendent for Business as directed
- Computer Literate/Experience with the management of Information Systems
- Organizes and prepares for Annual District Election and Budget Vote-legal advertisements. Arranges for voting machines and ballots for district elections, prepares legal documents (resolutions), etc.
- Assists in monitoring assigned district activities and/or program components for the purpose of achieving District objectives and complying with financial, legal and/or administrative requirements
- Places legal newspaper advertisements, invites vendors to bid where required, prepares and distributes bid packets as requested, attends bid openings, participates in bid evaluations, sends out notices of award of contracts
- Maintain records for Capital projects, including review of change orders, recommendations for payment applications, etc.
- Please submit a letter of interest, resume, non-instructional application for employment and three letters of professional reference to Michael Bellarosa, Assistant Superintendent, Valley Central School District, 944 State Route 17K, Montgomery, NY 12549 **ATTN: Stacy Talarico**

Posting Date: 12-14-18

Closing Date: 12-20-18

- **Maintenance Worker ~ (HVAC)**

- Full time
- 1. Job Description:
 - Looking for someone with HVAC experience to maintain, repair, troubleshoot and install heating and cooling systems.

Please provide a non-instructional application, letter of interest, resume, and three letters of professional reference to: Stacy Talarico, Valley Central School District, 944 State Route 17K, Montgomery, NY 12549

Posting Date: 07-06-18

Closing Date: Open-Until-Filled