



Hadley-Luzerne Central School
 PO BOX 200
 Lake Luzerne, NY 12846



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Beecher Baker Sr.

Superintendent of Schools

Notice of Vacancy

- POSITION:** Extended School Day Office Assistant
- AVAILABLE:** October – May
- WORK HOURS:** 3:15 P.M. – 5:30 P.M. M-Th
- REPORTS TO:** ESD Administration
- JOB DUTIES:** Front door reception, answering phone calls, student database management. Other duties as assigned
- MINIMUM QUALIFICATIONS:** Candidate must have a high school diploma, and fingerprint clearance/background check.
- TERMS OF EMPLOYMENT:** School Days: October – May
- SALARY:** *\$6,500 yearly stipend – prorated for 2021-2022 school year*
- APPLICATIONS:** Send a letter of interest, resume, HLCS application, and three letters of recommendation, to:

Beecher Baker
 Superintendent of Schools
 PO Box 200
 27 Hyland Drive
 Lake Luzerne, NY 12846

APPLY BY: October 29, 2021 or until filled

POSTING DATE: October 15, 2021

POSTING AUTHORITY: *Beecher Baker Sr.*
Beecher Baker Sr., Superintendent of Schools

The Hadley-Luzerne Central School is an equal opportunity employer. Non-Discrimination Notice: "The Hadley-Luzerne Central School does not discriminate on the basis of race, color, national origin, creed, sex, age, handicap, or as otherwise decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Accordingly, nothing in any application to this position should be viewed as expressing directly or indirectly any limitations, specifications, or discrimination in connection with those listed areas. The Compliance Officer for Title IX and Section 504 can be contacted at the Business Office, HLCS, PO Box 200, 27 Hyland Drive, Lake Luzerne, NY 12846."