



# PERSONNEL NEWS

PLEASE POST

**Ms. Jennifer Kazmark – Assistant Superintendent of Personnel & Secondary Education**

## VACANCY for SUBSTITUTE ADMINISTRATORS

**POSITION TYPE: On Call As Needed**

*Handled directly through the Superintendent's office*

**POSITION LOCATION: District Wide**

**SALARY: Per Board of Education directive**

We are currently accepting substitute administrator applications from certified applicants. Qualified applicants who have a high availability and a desire to encourage learners to develop a deeper understanding of self, a respect for collaboration with an understanding of their place in the world community should apply.

**\*\*All new hires are contingent upon Fingerprinting/Background checks through NYSED\*\***

**Applicant's fingerprint cost: \$ 101.75** when it is needed

(Reimbursable after 40 completed full day sub assignments with receipt)

### REQUIREMENTS:

**District application completed & signed**

*Available at [www.uek12.org](http://www.uek12.org)*

**\*\*Application completed and submitted or emailed, signature must be included\*\***

**References completed with one Letter of Reference**

**Copies of all transcripts from all colleges/universities – unofficial copies**

### SEND ALL TO:

UECSD - Personnel Department

Attn: Teresa Royle

1100 E. Main Street

Endicott, NY 13760

[troyle@uek12.org](mailto:troyle@uek12.org)

(607) 757-2104