



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: \$ 102.00, when it is needed

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

REQUIREMENTS:

District application completed & signed

Available at 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: Sandy Schnurbusch

1100 E. Main Street

Endicott, NY 13787

sschnurb@uek12.org

(607) 757-2104