

**Notice of Vacancy**

Title of Position: **Teacher Aide**

Appointment Effective: **May 11, 2018 (pending fingerprint clearance)**

Building: **District Wide**

Salary: **\$14.54/hr. (Step 1 2016-17)**  
**3 hours/day**

Type of appointment to be made: **Regular**, Temporary, Other: **Probationary**

Requirements of applicants (include all pertinent prerequisites): **High School Diploma or GED. Good communication and interpersonal skills, understanding of child development, ability to problem solve.**

General Statement of Duties: **Assists school teacher in the performance of their teaching functions by performing varied duties associated with teaching process; does related work as required.**

Fringe Benefits - **As per contract**

Holidays	Retirement
Vacation	Health Insurance
Sick Leave	Medical Examination
Other Leaves	Dental Plan

Persons interested in making application for the above position are to submit a letter of interest and a support staff application. Applicant must include, with application, three letters of personal interest.

Send completed application to:

**Mrs. Barbara J. Hamilton**  
**Administrative Aide**  
**Port Jervis City School District**  
**9 Thompson Street**  
**Port Jervis, New York 12771**

Deadline for filing: **April 21, 2018**

**Central Office Approval**

**The above described position is hereby approved and funded, and notice of such vacancy is to be posted in all buildings in the District on April 12, 2018.**



**Interim Superintendent of Schools**

**Port Jervis City School District Is An Equal Opportunity Employer**