

**NOTICE OF VACANCY
PIONEER CENTRAL SCHOOL DISTRICT
Yorkshire, NY 14173**

POSTING DATE: February 27, 2020

START DATE: April 30, 2020

POSITION: Computer Aide – High School
12 month position

HOURS: Mon. – Fri; 7:00am – 3:30pm

SUPERVISOR: Michael Irizarry; Director of Curriculum, Instruction & Technology

SALARY: As per Pioneer Auxiliary Association Agreement

DUTIES: To help students and teachers

**QUALIFICATIONS
REQUIRED:**

1. Must have high school diploma or equivalent and two years experience in computer operations
2. Must be Civil Service approved and live in Pioneer District/Wyoming County
3. Prospective employees must receive state and federal clearance based on a fingerprint-supported criminal history background check. Details are available from the district personnel office.
4. Working knowledge of the capabilities of the computer equipment and software packages utilized by the school district
5. Ability to instruct others in the use of the computers and software packages
6. Ability to understand diverse software manuals and their applicability to current curriculum
7. Ability to establish good relationships with teachers and students
8. Must have good communication skills and positive attitude
9. Must be able to lift computers/push wireless carts
10. Must be able to work independently
11. Must help with organizing materials and supplies

**QUALIFICATIONS
DESIRED:**

1. Ability to interact positively with faculty, staff and students on a daily basis
2. Enhanced computer skills

Application files will be reviewed beginning March 4, 2020. To be given full consideration, all application materials and requests for transfers should be on file by that date. However, applications will continue to be accepted until the position is filled. Please forward all information to:

Jeannene Wagner; Director of Human Resources
jwagner@pioneerco.org
PO Box 619
Yorkshire, NY 14173

Pioneer Central School is in compliance with the US Civil Service Rights Act of 1964 and the Title IX Education Amendments of 1972, Part 86. The District provides equal employment opportunity to all individuals and does not discriminate on the basis of color, race, religion, national origin, ancestry, sex, age or handicapping condition. The Title IX compliance officer can be reached at 492-9304