

# Schoharie Central School District

## ANTICIPATED VACANCY

### **Confidential Secretary to the Superintendent Confidential/Managerial Unit**

#### **Superintendent's Preferred Qualifications:**

- Strong attention to detail
- Strong oral and written communication skills
- High level of professionalism and confidentiality
- Proficiency with Excel and Microsoft Word
- Strong organizational skills

**Effective Date:** On or After August 18, 2022

**Shift/Schedule:** 12-month position  
8 hours/day  
5 days/week

**Salary/Hourly Wage:** To Be Determined

**Apply in Writing to:** David Blanchard,  
Superintendent of Schools  
Schoharie Central School District  
P.O. Box 430, 136 Academy Drive  
Schoharie, NY 12157  
Phone: (518) 295-6673  
Fax: (518) 295-9510

**Posting Deadline:** August 8, 2022

*The Schoharie Central School District does not discriminate on the basis of age, race, color, national origin, gender, disability, marital status, sexual orientation, or association membership in employment or any of the educational programs and activities which it offers or operates, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and the NYS Human Rights Laws.*