



School Secretary - Probationary

The Highland Falls-Fort Montgomery Central School District is located in the heart of the scenic Hudson River Valley and draws students from Highland Falls, Fort Montgomery, West Point and Garrison. Adjacent to the United States Military Academy at West Point and 40 miles from New York City, the district offers tremendous opportunity for cultural enrichment, athletics, leadership and highly competitive academics.

The Highland Falls - Fort Montgomery Central School District is seeking enthusiastic and outgoing individuals to work as a probationary School Secretary at the James I. O'Neill High School.

Typical Work Activities:

- Prepare correspondence, reports, discipline, notifications, newsletters etc;
- Maintains student records and personnel files utilizing computer database;
- Prepares daily attendance reports for personnel/substitutes;
- Makes appointments and maintains calendar for Principal
- Opens and distributes incoming mail;
- Answers telephones

The ideal candidate should have good knowledge of the following:

- English and business math;
- Office terminology, procedures and equipment;
- Office record keeping techniques;
- Computer skills involving standard word processing;
- E-mail and calendar;
- Spreadsheet or other database software;
- Ability to understand and follow complex oral and written instructions;
- Keyboard proficiency;
- Ability to interact with students, parents and staff;
- Bilingual in Spanish, is preferred.

Minimum Qualifications Required:

- Graduation from high school or possession of a high school equivalency diploma;
- NYSED fingerprint clearance is required.

Civil Service requirements apply.

The Highland Falls – Fort Montgomery Central School District is an equal-opportunity employer, committed to providing a work environment which is free from discrimination. The District prohibits discrimination on the basis of race, color, creed, religion, national origin, political affiliation, age, sex, sexual orientation, marital status, military status, disability, or predisposing genetic characteristics or any other status protected by Federal, State or local laws.

The HFFMCS D is committed to creating a diverse environment and are proud to be an equal opportunity employer.