March 13, 2024

TO: ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent, Human Resources

RE: INTERNAL POSTING-Extended School Year – ESYP 2024 - CSEA Kindergarten Screening

Location: TBD
Anticipated Days/Dates: July 15, 2024-August 9, 2024 (Monday through Thursday)
Anticipated Start/End Time: 8:00 AM – 2:00 PM

Orientation Dates: (Clerical) July 15, 2024 (9:00 AM – 2:00 PM) Location – TBD  
(Stability) July 15, 2024 (9:00 AM – 10:00 AM) Location-TBD

At the present time the District has the following vacancies:

<table>
<thead>
<tr>
<th>Title</th>
<th># of staff needed</th>
<th>Miscellaneous Info (requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>1</td>
<td>Bilingual preferred</td>
</tr>
<tr>
<td>Security</td>
<td>1</td>
<td>Bilingual preferred</td>
</tr>
</tbody>
</table>

Contingencies: All positions are contingent upon funding and enrollment

Certification: Interested applicants must have valid NYS certification in the areas for which they are applying.

Application Process: Click on “ESYP Employment Opportunities” apply next to the corresponding Posting. Paper applications will not be accepted.

Interviews: All applicants must be interviewed prior to being Board approved. The tentative dates are: April 8 - (Location Board of Ed.) / April 9 - (Location Gidney Ave. School) / April 11 - (Location Board of Ed.) Interview times for all dates are 2:45 pm-5:45 pm. You may select a date and time during the application process.

Rate of pay: As per the CSEA Contractual ESYP rates.

Orientation:

Mandatory participation in orientation on the following tentative dates & locations:
- Participation in the orientation sessions is mandatory on the following dates:
  - (Clerical) July 15, 2024 (9:00 AM – 2:00 PM) Location – TBD
  - (Security) July 15, 2024 (9:00 AM – 10:00 AM) Location-TBD

Funding Source: General Fund

MM: sb