DATE: May 7, 2024

MEMO: TO ALL SCHOOLS - PLEASE POST

FROM: Michael McLymore
Assistant Superintendent for Human Resources

RE: Anticipated Internal Posting – NY GEAR UP – CSEA Clerical Support

NY GEAR UP
This program is to provide support for students beginning in 8th grade to become college and career ready. The objective is to provide tutoring, afterschool and in-school support, workshops and symposiums, college tours, and organizational skills to support graduation from High School and increase students entering college.

Anticipated Program Dates: June 3, 2024 – August 30, 2024

Work is to be performed after the normal work day.

*Individuals must hold valid NYS Certification for the position for which they are applying.

<table>
<thead>
<tr>
<th>Title</th>
<th># of staff needed</th>
<th>Miscellaneous Info: (requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEAR UP PROGRAM-CSEA</td>
<td>1 - *Clerical * Must be a current NECSD Typist, Bilingual Typist or Principal Typist</td>
<td>Clerical staff: responsibilities will be: data submission to the State portal, processing of timesheets for GEAR Up programs, creating P.O.’s, processing student attendance, and all other assigned clerical duties related to GEAR Up. Preference will be given to someone who is familiar with: data submission to the State portal, processing timesheets for programs, creating P.O.’s, processing student attendance for the grant requirement and all other assigned clerical duties related to GEAR Up.</td>
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Funding Source: NY GEAR UP Grant

REMUNERATION: As per the hourly rate according to the CSEA Collective Bargaining Agreement.

NOT TO EXCEED: 5 Hours per week per position

Internal candidates must respond online through the District’s website, under the “DISTRICT” tab, under “Employment with the District” Click on ‘APPLY’ alongside of the posting.

Paper applications will not be accepted. PLEASE DO NOT E-MAIL Mr. McLymore directly

MM: sb