



**AMITYVILLE UNION FREE SCHOOL DISTRICT**


**150 Park Ave.  
Amityville NY 11701**

**Office of Human Resources**

**(631) 565-6056**

**FAX #631-691-4108**

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**TO:** All District Personnel & Other Interested Persons  
**FROM:** Dr. Bridgette Waite   
Assistant Superintendent for Human Resources  
**DATE:** July 16, 2024  
**SUBJECT:** **2024-2025 School Year  
Substitute Clerical**

**QUALIFICATIONS:** Good knowledge of general office terminology, procedures, equipment and clerical techniques. Good computer skills. Data input, processing and analysis and any other additional assignments as deemed necessary by the Building Administrator.

**SALARY:** \$21.00 per hour

**APPLICATION:** Email letter of application to:  
[bwaite@amityvilleufsd.org](mailto:bwaite@amityvilleufsd.org)  
cc to:  
[JGunther@amityvilleufsd.org](mailto:JGunther@amityvilleufsd.org)