



Sachem Central School District

Personnel Office and Human Resources

Stacie Spatafora-DiCio
Assistant Superintendent
for Personnel

Patti Trombetta
Superintendent of Schools

Thomas J. Desmond, Ed.D
Executive Director
for Personnel

JOB OPENING BULLETIN #3425

POSITION: SENIOR OFFICE ASSISTANT

LOCATION: DO Samoset/Alternative High School

HOURS: 7:30am-3:15pm

SALARY: \$63,022-\$69,022

AVAILABLE: Immediately

To be considered for this position, you must be employed by the district in this title. Please submit a letter (via email) to your building principal or immediate supervisor (if applicable) expressing an interest in the above listed job. **You must also respond via google using the link below:**

<https://forms.gle/WvUZNUJzWBvn4h2S8>

ROUTING: All School Offices

NOTES: Please see duties and responsibilities

BIDS FOR THIS OPENING WILL BE ACCEPTED FOR 5 WORKING DAYS

(July 21,2025-July 25, 2025)

*Studies show that members of some minority groups, including women, are more likely to underestimate their qualifications for a position. Therefore, if you are interested in this job, we encourage you to apply even if you are unsure of how your skills and experiences align with the job responsibilities. Sachem is committed to diversity in our workplace and welcomes the opportunity to consider **all** candidates.*

The Sachem Central School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record (except as permitted by law), genetic information or any other basis prohibited by New York State and/or federal non-discrimination laws in its programs, employment opportunities, and activities.



#WeAreSachem

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