



# *E*ast Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

**Dr. Ray Giamartino, Jr.**  
Interim Superintendent of Schools

**Mary Sculnick**  
Assistant Superintendent for Personnel

## IMMEDIATE OPENING

FULL TIME TWELVE MONTH SENIOR CLERK TYPIST SPANISH to begin immediately.

Work involves interacting with the public to register new students, help make change of address/change of school locations. Candidate will translate documents from other Spanish speaking countries into English as needed. Must be able to learn several educational computer platforms (i.e., eschool, WinCap, Groupwise, etc.) Candidate will deal with Building administrators as well as students and their parents/guardians).

Graduation from high school or possession of an equivalency diploma is required. Must have good knowledge of verbal English; ability to deal effectively with students/parents/guardians in person, over the phone and in writing.

Position is five days a week, Monday-Friday, for 35 hours per week with a one hour lunch period.

Mail resume to Dianne Psaros, ERCSD, 105 South Madison Avenue, Spring Valley, NY 10977 or email to [dpsaros@ercsd.org](mailto:dpsaros@ercsd.org).

As a unified community, the East Ramapo Central School District is committed to educating the whole child by providing a healthy, safe, supportive, engaging and challenging learning environment.