

Secretary to the Superintendent (Anticipated)

Long Lake Central School is seeking a qualified individual for an anticipated opening for the position of Secretary to the Superintendent. This is a full-time, 12 month position with an excellent benefits package.

The ideal candidate for the position is highly motivated, responsible, organized, and dependable. This person will need to possess clear and effective communication skills, solid interpersonal skills with students, staff, parents and community members, as well as an ability to work proficiently with technology.

The deadline for applications is Monday, August 28.

Please visit www.longlakecsd.org to download an employee application or visit Long Lake Central School at 20 School Lane, Long Lake, NY 12847.

All applications should be mailed to: Noelle Short, Superintendent/P.O. Box 217/Long Lake, NY 12847 or emailed to nshort@longlakecsd.org.