

PERSONNEL BULLETIN

**PATCHOGUE-MEDFORD SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772
(631) 687-6340**

TO APPLY PLEASE SEND THE FOLLOWING:

- **A cover letter, including the Posting #**
- **Resume**
- **Names and email addresses for three (3) professional references.**

RESUME, COVER LETTER & REFERENCES WILL BE ACCEPTED VIA ONE OF THE FOLLOWING:

- **Emailed to recruitment@pmschools.org**
- **Faxed to 631-687-6349**
- **Mailed or hand delivered to the address above**

POSITION AVAILABLE – COMPUTER AIDE

APPLICATION DEADLINE: November 4, 2020

POSTING #: #146 20-21
Please include the posting # in your cover letter.

POSITION: Part Time Computer Aide

RESPONSIBILITIES:

- Adept at supporting and maintaining the instructional and office related technologies at the building level.
- Set-up of classroom equipment at the start of the school year.
- Ongoing maintenance of computer hardware and assisting teachers with the use of technology.
- Develop and maintain current inventory of all technology at the building level.
- Installing and troubleshooting software applications in classrooms and office locations.
- Maintaining computer labs and laptop carts.
- Ordering supplies to ensure the continuous functionality of computers and printers.
- Other tasks as delineated by the Administrator of Technology

LOCATION: Saxton Middle School

HOURS: 9:00 a.m. – 12:00 p.m.

SALARY: \$17.88 per hour
\$19.34 per hour with verification of 60 college credits
(official transcript is required)

EFFECTIVE: November 2020

EMPLOYMENT REQUIREMENTS:

All costs associated with these employment requirements are the responsibility of the employee:

- Fingerprint clearance from the NY State Department of Education (NYSED)
- Drug Screening
- Physical Examination

Patchogue-Medford Schools is an equal opportunity employer. It does not discriminate against applicants or employees on the basis of age, race, creed or religion, color, national origin, sexual orientation, military status, gender, disability which can be reasonably accommodated without undue hardship, genetic predisposition or carrier status, marital status or any other classification protected by law.

[Click Here to Apply](#)

11/12/19