

Mahopac Central School District

179 East Lake Boulevard* Mahopac, New York 10541

Phone: (845) 628-3415 * Fax: (845) 628-5502

The District is currently seeking applicants for the following:

STUDENT DATA SUPPORT

Pupil Personnel Services

Mahopac Falls Building

The Mahopac Central School is seeking candidates to assist with the management of its school and student information systems, District-Wide. The successful candidate will be responsible for ongoing configuration, implementation and operation of the District's school and student information systems, including ongoing coordination and support of integration with other school information systems and software within the District. The work will include but is not limited to the responsibility for the management of data including data entry, data maintenance, data processing, and data accuracy. The candidate will provide training and support services for all users of the District's information system. Work will be performed under the general supervision of the District's CIO (Chief Information Officer) and/or other higher level School District Administrator.

Minimum Requirements: Either

- a) Associates degree and two (2) years of experience in a position which included developing and maintaining records in a database, or computer operations and data processing; or b) Graduation from high school or possession of a comparable diploma and three (3) years' experience in a position which included developing and maintaining records in a database, or computer operations and data processing; or c) An equivalent combination of training and experience as described in (a) and (b) above.

HOW TO APPLY: Interested and qualified candidates will submit a letter of interest **with a resume** by **4:00 P.M., Friday, January 17, 2020** **either via hand delivery or via mail to** the Office of Human Resources, Mahopac Central School District, 179 East Lake Boulevard, Mahopac, NY 10541. You may also submit your letter of interest and resume **via email** to lynchl@mahopac.org.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

cc: **Building Principals – PLEASE POST**
District Office – PLEASE POST
Head Custodians – PLEASE POST
Sandra Clohessy, Assistant Superintendent for Business
Anthony DiCarlo, Superintendent of Schools
Mary Fowler, MTAA Unit
Ken Jones, USWOM Unit
Debra Legato, Assistant Superintendent for Human Resources
Thomas McMahon, MTA Unit
Dagoberto Miranda, UPSEU Monitor Unit
Lynne Mongon, UPSEU Administrative Unit
John Russell, UPSEU Supervisory Unit
Leonor Volpe, Transportation Supervisor