

WE ARE HIRING

ADMINISTRATIVE AIDE AT L P QUINN

Responsibilities

- Provide administrative support to the principal, and other school staff, including handling correspondence, preparing documents, and managing office tasks.
- Assist with the preparation and organization of school events, meetings, and activities.
- Answer phone calls, respond to emails, and greet visitors in a professional and welcoming manner.
- Maintain accurate student records, attendance, and other necessary documentation.
- Assist in managing student records, transportation needs, and communicating with families.
- Help manage the school calendar, scheduling meetings and appointments for staff and administration.

Requirements

- A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and one (1) year of clerical, administrative or office management experience which shall have involved use of a micro-computer with various software packages; or
- B) Graduation from high school or possession of high school equivalency diploma and three (3) years of clerical, administrative or office management experience which shall have involved use of a micro-computer with various software packages; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Interested in Applying? Please go to the Employment tab on the TLCSD website. Please make sure you complete the application in its entirety!

Please submit your application by Thursday, September 4th, 2025.