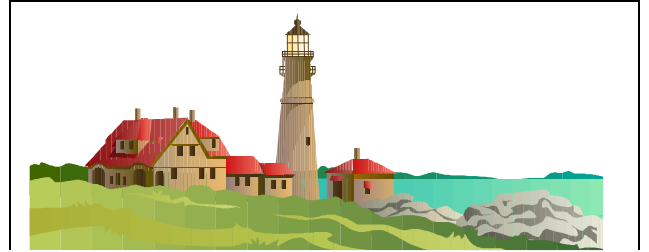


# ISLIP PUBLIC SCHOOLS

## PERSONNEL BULLETIN

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### PLEASE POST

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DATE: 5/31/23

POSITION: Office Assistant – Part Time (17.5 hours/week)  
August – June (11 Months)

LOCATION: High School – World Language/ENL

DUTIES: Types reports, statements, letters on computer; composes routine letters and reports, maintains various records; data entry; generates infinite campus reports; filing; answers phones; does related work as required.

QUALIFICATIONS: Graduation from a standard senior high school or possession of a high school equivalency diploma

CLOSING DATE: 6/13/23

Submit letter of application and resume to: **Donna Brower**  
**Office of Administrative Services**  
**Islip Public Schools**  
**215 Main Street**  
**Islip, New York 11751**

*The Islip School District hereby advises students, parents, employees and the general public that it offers employment opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap. Inquiries regarding this non-discrimination policy may be directed to: Title IX Coordinator and/or Section 504 Coordinator: Location: Central Administration Building, 215 Main Street, Islip, New York 11751.*