

INSTRUCTIONAL SUPPORT OPENINGS

POSTING #	POSITION	REQUIREMENTS	DESCRIPTION	POSITION PARTICULARS	COMMENTS	CLOSING DATE
190408-1	Custodial Worker, DW	HS Diploma or GED Prior cleaning experience preferred	Provide custodial support	Schedule will be 2 nd shift	12 month position Salary per CSEA NI Contract	4/22/19
190404-1	Groundsman I, DW (4)	Able to operate lawn mower equipment, such as weed whacker, hand mower, riding mower. Must be 18 years old with a valid NYS driver's license. Must be reliable and available for the entire summer.	Mowing, weed whacking and other grounds work.	Temporary seasonal positions from May-Sept. 2019. 40 hrs.wk, Salary: \$12.79/hr	Four positions	4/18/19
190404-2	Groundsman II, DW (1)	Able to operate lawn power equipment, tractors, other grounds equipment and to perform minor mechanical repairs. Must be 18 years old with valid NYS Driver License. Must be reliable and available for the entire summer.	Operating power mowing equipment, tractors, other grounds equipment, and performing minor mechanical repairs.	Temporary seasonal position from approximately 6/26/19 – 9/30/19. 40 hrs/wk Salary: \$14.18	One position	4/18/19
190403-2	Custodial Department Substitute	Previous cleaning experience preferred	Cleaning and maintaining facilities	Variable Hours	Pay Rate \$12.79/hr	4/17/19



190403-1	Noon Aide Substitute	Previous work with children in educational setting preferred	Supervising students in lunchroom and on playground in all weather conditions	Variable mid-day hours (To cover a leave from 4/2/19-6/26/19)	Pay rate: \$14.00/hr	4/17/19
190328-1	Assistant Cook Manager/SHS	HS Diploma or GED	Supervise staff and manage operations in the absence of the cook manager	10 month position 6.5 hrs/day Salary per CSEA NI Contract	Previous experience cooking and food handling/safety. Cash handling and computer skills preferred	4/11/19
190327-2	Bus Dispatcher – Part Time – Transportation	CDL B Drivers’ license with P and S endorsements; 19-A qualified	May drive school bus as needed. Good organization skills and good communication skills required.	Part-time: Variable hours as needed (no guarantee minimum). Salary: \$22.53/hr	Immediate opening Open to current North Colonie Employees only	4/10/19

REVISED: 04-08-19

Application Procedures:

Current North Colonie Employees: Complete and submit the “Internal Application Form”

External Applicants: Complete and submit the “External Application Form”

All applications must be submitted to the Human Resources Department by 4:00 pm on the posting closing date.

Forms can be found in the HR Office or <https://www.northcolonie.org/wp-content/uploads/2019/02/Employment-Application.pdf> (external application) and at <https://www.northcolonie.org/wp-content/uploads/2019/03/Internal-Employ-App-5-2015-.pdf> (internal application).