



Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

**Office for
Administrative Services**

Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499
Phone: (914) 737-3300, Ext. 1550/1551 • Confidential Fax: (914) 788-7580
Email: HR@PeekskillSchools.org

PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #2425-057

ANTICIPATED VACANCIES

July 2, 2024

POSITION:

Security Aide Substitute(s) (Per Diem) –Part-Time Availability (PTA)

LOCATION/S:

Elementary & Secondary Level; District Wide

SPECIAL REQUIREMENT:

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.

RESPONSIBLE TO:

The District Director of Security & Investigations and Building Administration:
Principal and Assistant Principal/s.

EXAMPLES OF WORK:

- Patrols assigned building(s), building perimeter, and adjacent school district parking lots to prevent illegal trespass by unauthorized individuals;
- Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds;
- Informs superior of need to contact or involve local police department;
- Ascertains individual's business on school property and responds accordingly;
- May escort visitors to/from areas of building;
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- Conducts security inspections of school facilities/sites;
- May assist in handling emergency disciplinary matters;
- May, under specifically defined and limited circumstances, use force;
- May prepare reports of incidents;
- May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

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- Does related work as required;
- Multilingual applicants encouraged to apply.

WORK DAY/S:

Seven (7) hour work day; Maximum of four (4) days per week. Follows the ten (10) month school district instructional calendar.

SALARY:

\$16.00 per hour. As worked, without benefits.

START DATE:

2024-2025 School Year.

CLOSING DATE:

Continuous recruitment through December 31, 2024.

Click to learn more about Peekskill

[Recruitment Video](#)

[District Highlights & Media Sites \(Flyer\)](#)



INSTRUCTIONS TO APPLICANTS:

Scan above or submit letter of interest and resume on-line to:

<https://Bit.ly/PCSDOLAS>

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Mr. Lewis, Assistant Superintendent for Administrative Services at hr@peekskillschools.org

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates. Candidates must submit to fingerprints clearance.