



# Sweet Home Central School District of Amherst and Tonawanda

1901 Sweet Home Road • Amherst, New York 14228  
(716) 250-1413

**Form HR102**

*Finune O. Shaibi*  
*Director of Human Resources*

## **NOTICE OF ANTICIPATED VACANCY**

**DATE POSTED:** August 12, 2022

The Sweet Home Central School District seeks a highly qualified candidate to fill the following:

Position: Part Time Clerk Typist - 10 months

Building: Glendale Elementary

Hours: 19.75hrs per week

Start Date: ASAP

Reports to: Building Principal

Description: Responsible for providing clerical assistance to building administrator.

Salary: Salary and benefits as established by the contract between the District and the Sweet Home Service Employee Association

How to Apply: Complete service application available online at [www.sweethomeschools.org](http://www.sweethomeschools.org)

Attached should be addressed to:

Finune O. Shaibi  
Director of Human Resources  
1901 Sweet Home Rd, Amherst NY 14228

Closing Date: August 26, 2022

*The Sweet Home Central School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.*

*Sweet Home Schools... .. Every Student, One Community, Ready for the Future*