

**MAYFIELD CENTRAL SCHOOLS  
VACANCY**

**SECRETARY TO THE PRINCIPAL  
WITH ASSIGNMENT AT THE  
JR/SR HIGH SCHOOL  
2023-2024**

Start Date August 31, 2023

Responsibilities include but are not limited to:  
the performance of regular clerical tasks, answering  
phones and serving as a receptionist to the main office.  
Computer knowledge is required.

**Send letter of interest and list of references with  
telephone numbers by August 11, 2023 to:**

**Superintendent - Mayfield Central School  
27 School Street, Mayfield NY 12117  
Or email [javarone.debra@mayfieldcsd.org](mailto:javarone.debra@mayfieldcsd.org)**

**Dated: July 25, 2023**