

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

REGIONAL SUMMER SCHOOL For Grades 7-12

Position: *Administrative Interns*

Division: Instructional Support Services

Location: Various locations across Onondaga and Cortland County.

Description: RSS Administrative Interns will help facilitate the mission of summer school by connecting with component district administrators and becoming partners in student success. Interns will assist in the supervision and evaluation of instructional faculty. Interns will provide support with registration, master scheduling, review of report cards, communicating with families and component districts, following guidelines around student IEPs and 504 plans, attending leadership meetings, and all other duties as assigned by the Supervisor of Special Programs.

Qualifications: Appropriate New York State certification required.

Salary: \$2,000/summer

Starting Date: July 1, 2025 through August 31, 2025

Closing Date: OPEN

Applications will only be accepted online. Register and apply at:

www.olasjobs.org/central

Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
recruitment@ocmboces.org
www.ocmboces.org

Equal Opportunity Employer

*If you have questions regarding these Summer School listings, please contact:
Chris Stalker, cstalker@ocmboces.org*

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