

## EMPLOYMENT OPPORTUNITY

Cattaraugus-Little Valley Central School District

**Position:** Administrative Assistant / Board Clerk

**Location:** District Office, Cattaraugus, NY Status: Full-Time Posting

**Date:** May 18, 2026

**Anticipated Start Date:** July 1, 2026

### POSITION SUMMARY

The Cattaraugus-Little Valley Central School District is seeking a highly organized and dependable individual to serve in the combined role of Administrative Assistant to the Superintendent and Board Clerk. The Administrative Assistant component is a full-time position compensated per the negotiated salary schedule. The Board Clerk's responsibilities are performed in conjunction with this role and are compensated through a separate annual stipend.

### ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

- Provide high-level administrative support to the Superintendent of Schools
- Manage the Superintendent's calendar, correspondence, and communications
- Prepare, format, and distribute official district correspondence, reports, and documents
- Maintain confidential personnel and district records
- Coordinate scheduling for meetings, events, and district-wide activities
- Serve as a primary point of contact for staff, board members, parents, and community members
- Serve as the district's Homeschooling Liaison, supporting families pursuing home instruction in accordance with New York State requirements
- Support district-wide communications and community outreach efforts
- Perform general office duties, including filing, copying, and managing office supplies

### BOARD CLERK RESPONSIBILITIES

- Prepare and distribute Board of Education meeting agendas, supporting materials, and public notices in accordance with New York State law and district policy
- Record minutes of all Board of Education meetings
- Maintain official Board records, policies, resolutions, and legally required documentation
- Coordinate and process official Board correspondence and annual organizational meeting requirements
- File required reports and documents with NYSED and other agencies as directed

- Assist in the preparation and administration of Board elections and public referenda
- Serve as a resource to Board members on procedural and records-related matters

## QUALIFICATIONS

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred
- Minimum of three (3) years of administrative or executive support experience, preferably in a school district or public sector setting
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong written and verbal communication skills
- Ability to handle sensitive and confidential information with discretion
- Excellent organizational skills and attention to detail
- Ability to work independently, manage multiple priorities, and meet deadlines
- Experience with school district operations or Board of Education functions preferred
- Familiarity with New York State Education Law and Board governance preferred but not required

## COMPENSATION

- Administrative Assistant salary is competitive and commensurate with experience
- Board Clerk responsibilities are compensated through a separate annual stipend
- Comprehensive benefits package included

## APPLICATION PROCEDURE

Interested candidates should submit the following to the District Office:

- Letter of interest addressed to Mr. David Foster, Superintendent of Schools
- Current résumé
- Three (3) professional references

**Submit to:** Mr. David Foster, Superintendent of Schools  
Cattaraugus-Little Valley Central School District  
25 North Franklin St.  
Cattaraugus, NY 14719

Applications will be accepted until the position is filled. CLV Central School District is an Equal Opportunity Employer.