



# VACANCY NOTICE

- TITLE:** Summer School Program Administrative Intern (two positions available)
- LOCATION:** Alan D. Pole Campus, Norwich, NY and Robert W. Harrold Campus, Masonville, NY
- REPORTS:** Director of Career and Technology
- TERMS:** Summer 2023 session
- QUALIFICATIONS:** Master's degree and candidate who qualifies for a Certificate of Internship
- RESPONSIBILITIES /DUTIES:** Activities include but are not limited to: student registration and scheduling, staff and room assignments, supervision of instructional and support personnel, Related Services planning and assignments, IEP distribution, grades/Progress Reports, managing matters relating to and affecting discipline of students, planning and implementation of the Regents exam schedule and facilitate compliance of student testing and classroom accommodations.
- SALARY/BENEFITS :** Stipend
- STARTING DATE:** July 3, 2023
- TO APPLY:** Send cover letter, resume and DCMO BOCES application.  
Applications reviewed as received.

DCMO BOCES Application found at:  
<http://www.dcmoboces.com/application>

*Apply online:*  
[www.OLASjobs.org](http://www.OLASjobs.org)  
-or-  
<https://dcmo.mightyrecruiter.com>

*By mail:*  
Human Resources Department  
Delaware-Chenango-Madison-Otsego  
BOCES  
6678 County Road 32  
Norwich, NY 13815-3554

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