



**Randolph Academy UFSD  
VACANCY NOTICE  
2024-25 SCHOOL YEAR**

**Account Clerk Typist**

*Randolph Academy is a public school with two campuses (one in Randolph, N.Y. and one in Hamburg, N.Y.) that supports, empowers and educates students with emotional and mental health disabilities. Promoting a normative culture and using restorative practices, our academic programs offer small class sizes, individualized instruction and an emphasis on community involvement. Our Regents exam scores consistently exceed the NYS averages for students with disabilities and our graduation rates have been 100% in recent years.*

**Position:** Account Clerk Typist  
(Cattaraugus County Civil Service)

**Supervisor:** Superintendent

**Rate of Pay:** Salary, per Terms & Conditions of Employment

**Location:** Randolph Campus

**Start Date:** January 6, 2025

**Posting Date:** October 7, 2024

Submit a letter of interest and resume to:  
Mr. Larry Ljungberg, Superintendent  
[lljungberg@randolphacademy.org](mailto:lljungberg@randolphacademy.org)  
336 Main St. ER  
Randolph, NY 14772

For Information: [www.randolphacademy.org](http://www.randolphacademy.org)