

WEST PERRY SCHOOL DISTRICT
ANNOUNCES A
NON-INSTRUCTIONAL VACANCY

<u>Position</u>	<u>Building</u>	<u>Date Available</u>
Anticipated Secretary to the Coordinator of Student Services	West Perry Administrative Office	April 13, 2021

Details*

245 days per year
Salary: Negotiable
8 hour day with ½ hour unpaid lunch
Benefits package available

The West Perry School District is currently seeking a Secretary to the Coordinator of Student Services. This position works closely with the Coordinator of Student Services and Special Education Staff. Work environment is challenging and requires many quick and accurate decisions. Excellent oral, written and visual communication skills are required. Able to make judgements and work under a high level of stress. Must have good organizational skills and maintain confidentiality.

*For a fully detailed job description, please contact Mrs. Derr.

This position is posted on **March 9, 2021** and will remain open for 10 working days, until **March 23, 2021** or until filled.

External applicants should submit the following documents.

- A completed West Perry School District employment application
- Letter of Interest
- Resume with references and qualifications
- TB test as required by the Pennsylvania School Code
- *Current Act 34 Clearance (Pa Criminal Background Check) (www.psp.state.pa.us)
- *Current Act 151 Clearance (Child Abuse Clearance) or proof of application (<http://www.dpw.state.pa.us>)
- *Current Act 114 Clearance (Federal Fingerprinting) (<https://uenroll.identogo.com>) - Service Code: 1KG6XN

***Clearances must be dated no later than one year prior to hire.**

Internal applicants of the West Perry School District should submit a Letter of Interest, updated resume which includes references and qualifications for the position.

Applicants should forward all necessary employment documents to:

West Perry School District
Liz Derr, Human Resources / Benefits Administrator
2606 Shermans Valley Road
Elliottsburg, PA 17024
Phone: (717) 789-3934
Equal Opportunity Employer

Notice of Non-Discrimination

The West Perry School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Nancy Snyder, Title VI, Title IX, §504, ADA and Age Discrimination Act Coordinator.