

**WEST PERRY SCHOOL DISTRICT
ANNOUNCES A
NON-INSTRUCTIONAL VACANCY**

Position(s)	Building	Date Available
Administrative Office Assistant/Receptionist	West Perry Administrative Office	Immediately

The West Perry School District is currently seeking Administrative Office Assistant/Receptionist. The Administrative Office Assistant will support the district office administration staff to ensure position needs are met. Provides general assistant to district staff, parents, students and the public. Work environment is challenging and requires many quick and accurate decisions. Strong computer, analytical, organizational and communication skills required. Maintaining confidentiality is a must.

Employee Status	Starting Salary	Hours per Day
Full-time – Benefit Package Available	*14.50 per hour	8 Hour with ½ Hour unpaid lunch

* Denotes minimum salary; however starting salary will be established based on experience and certification(s).

Posting will remain open until position is filled.

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

External applicants should submit a letter of interest, resume with qualifications and references, WPSD Non-Instructional Application (Website: <http://westperry.org/employment>), current Federal Act 114 (Federal Fingerprinting Website: <https://uenroll.identogo.com> – Service Code: 1KG6XN), Act 34 (PA Criminal Background Check Website: www.psp.state.pa.us) and Act 151 (Child Abuse Website: <http://www.dpw.state.pa.us>) clearances.

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 Admin.
2606 Shermans Valley Road
Elliottsburg, PA 17024
Phone/email: 717-789-3934/liderr@westperry.org

Equal Opportunity Employer

IT IS THE POLICY OF THE WEST PERRY SCHOOL DISTRICT not to discriminate on the basis of race, religion, gender, color, disability, or national origin in its educational and vocational programs, extracurricular activities or employment as required by Title IX, Section 504. For information about your rights or grievance procedures, contact: Dr. Nancy Snyder, TITLE IX/504 TITLE V COORDINATOR West Perry School District Administrative Office 2606 Shermans Valley Road