

SHARON CITY SCHOOL DISTRICT

215 Forker Boulevard
Sharon, PA 16146

VACANCY NOTICE

POSTING DATE: September 11, 2023

In accordance with School District practice, the following position is open:

DATE OF OPENING: Immediately

POSITION: 10-month Confidential Secretary to Student Services

QUALIFICATIONS: High level of proficiency in computer skills to include Microsoft Word, Excel, PowerPoint and Google Suite; excellent communication & organizational skills; thorough knowledge of English and grammar usage; ability to maintain records and prepare complete and accurate reports; and ability to work independently and manage a complex office environment. Prior secretarial experience in a school setting is preferred.

REQUIREMENTS:

- PA Criminal History Record Clearance (Act 34)
- PA Child Abuse Clearance (Act 151)
- FBI Criminal History Record (Act 114)
- Mandated Reporter Training certificate (Act 126)
- Sexual Misconduct/Abuse Disclosure Forms (Act 168)
- Arrest/Conviction Report (Act 24)
- Letter of interest
- Resume
- References

Clearances must be less than one (1) year old.

INFORMATION: Superintendent's Office
724-983-4001

DEADLINE: September 25, 2023

**FORWARD LETTER OF INTEREST,
APPLICATION & SUPPORTING
DOCUMENTATION TO:** Ms. Justi Glaros
Sharon City School District
215 Forker Boulevard
Sharon, PA 16146

ATTN: Confidential Secretary Application

Federal, State and Local Laws Prohibit Discrimination Because of Race,
Color, Sex, Age, Religion, Creed, National Origin, Ancestry.
The Sharon City School District is an Equal Opportunity Employer.