

## Job Opportunities in Burrell School District

Burrell School District is seeking candidates in the following areas. Interested candidates must send cover letter, resume, three letters of reference, clearances (Act 34, 151 and FBI fingerprint) and credentials/certifications to Dr. Shannon L. Wagner, Superintendent at [swagner@burrell.k12.pa.us](mailto:swagner@burrell.k12.pa.us) or 1021 Puckety Church Road, Lower Burrell, PA 15068 by May 31.

### Facilities Director (Administrative Position)

- Credentials/Degree in a related field and/or 5 -10 years' experience in facilities management/construction.
- Minimum 5 years of experience in the construction, renovation and maintenance of facilities including experience in planning, design, construction management, estimating, personnel administration, budgeting and financial management.
- A detailed knowledge of preventative maintenance, repair, and construction for all trades including electrical, security system, video surveillance system, access control system, DDC BAS systems, public address and time systems, mechanical, boiler systems, HVAC, HVACR, grounds, carpentry, and plumbing.
- Ability to motivate and provide training to facility staff members, work as a team member, and interact effectively with others.

### Skilled Maintenance Position (SEIU Position)

- Must have HVAC or HVACR Credentials/Degree
- 5 years commercial experience
- Knowledge of preventative maintenance, repair, and construction for all trades.

### Athletic Director (Administrative Position)

- Degree in athletic related field or education
- Previous athletic administration experience preferred
- Responsibilities include effective management and operation of all interscholastic athletic programs, coordination and scheduling of all athletic facilities, supervision and evaluation of coaching staffs and athletic personnel, facilitation of all mandatory trainings for coaches and assistants, and oversight of booster groups and athletic clubs.
- Have a thorough knowledge of WPIAL/PIAA rules and regulations
- Must be a team player, organized, people oriented

### Assistant High School Principal (Administrative Position)

- Must have principal's certification
- Preferred candidates will possess a growth mindset, willing to lead staff with integration of Professional Learning Communities, experience with educational leadership practices and curriculum.
- Additional roles include K-12 Safe Schools Administrator

### Part-time Cafeteria General Help (SEIU Position)

- \*Anyone interested in this position, please contact Barb Cashell at [bcashell@burrell.k12.pa.us](mailto:bcashell@burrell.k12.pa.us)
- Must be a people oriented person
- Basic computer skills required

### Teacher, Cafeteria, Secretarial, Custodial and Recess Aide Substitutes

\*Please contact Barb Cashell at [bcashell@burrell.k12.pa.us](mailto:bcashell@burrell.k12.pa.us) for required application.

