

Job Opportunities in Burrell School District

Burrell School District is seeking candidates in the following areas for the 2018-2019 school year. Interested candidates must send cover letter, resume, clearances (Act 34, 151 and FBI fingerprint), three letters of reference and any relevant credentials/certifications to Dr. Shannon L. Wagner, Superintendent at swagner@burrell.k12.pa.us or 1021 Puckety Church Road, Lower Burrell, PA 15068 by Friday, October 5, 2018.

Secretary to the Superintendent

- The position supports and facilitates all areas of work of the Office of the Superintendent including but not limited to, human resources, PIMS-state reporting, public relations, strategic planning, professional development, etc.
- The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision.
- This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs.
- The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.
- Excellent written and verbal communication skills, strong decision making ability and attention to detail are equally important.
- Strong knowledge of MS Office, Google, experience with various software systems and data management systems.

Preferred Candidates will possess:

- Strong interpersonal skills.
- Creative, innovative talents to continuously improve work flow and outputs.
- Be a team player and willing to step in as needed to ensure the organization remains successful.
- Training related to job outcomes in a post-secondary setting and/or work related experience.

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

Please contact Shannon Wagner, swagner@burrell.k12.pa.us for required application and materials information.

*If you have a **4 year Bachelor Degree** in an area other than education and you would like to become a **teaching substitute**, please contact us for training and requirements.

The Burrell School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin/ethnicity, gender, disability, sexual orientation, religion, age, or sex in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and ADA.

For information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by persons with disabilities, contact Dr. Gregory Egnor, Compliance Coordinator, 1021 Puckety Church Road, Lower Burrell, PA 15068 (724-334-1406).