

**Job Opportunities in Burrell School District  
2022-2023**

**Part-Time Building Secretary**

**Job Goal:** To be a positive, supportive presence for all who enter the office, assure the smooth and efficient operation of the school office, provide clerical support to the building staff, and maintain school records.

**Skills and Abilities**

- \*Read and interpret documents such as instructions and procedure manuals.
- \*Produce simple and complex reports and correspondence via electronic means.
- \*Speak and work with members of the public, students, and other staff members in a kind, caring manner regardless of personal feeling, belief or the situation and/or task. All people will be treated with dignity and respect.
- \*Possess strong interpersonal skills.
- \*Have strong technology skills including use of google tools and classroom and other systems used by district personnel. Level 1 Google Certification
- \*Possess transferable technology skills to navigate between current systems and software and potential new systems and software.
- \*Safeguard confidential information.

\$16.50/hour  
5 hours/day  
206 days total

**Teaching Substitutes (all areas)**

\*If you have a **4-year bachelor's degree** in an area other than education and you would like to become a **teaching substitute**, please contact us for training and requirements.

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

Please contact Michael Discello, [michael.discello@burrell.k12.pa.us](mailto:michael.discello@burrell.k12.pa.us) for required application and materials information or 724-334-1406.

Interested candidates must send cover letter, resume, and clearances to Michael Discello, Personnel Specialist, at [michael.discello@burrell.k12.pa.us](mailto:michael.discello@burrell.k12.pa.us) or 1021 Puckety Church Road, Lower Burrell, PA 15068.

**Applications will be accepted until September 30, 2022.**

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**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).**