

Phone 610-944-9598

Fleetwood Area School District
Administration Office
801 N Richmond Street
Fleetwood, PA 19522

FAX 610-944-9408

August 1, 2017

AFSCME SUPPORT STAFF POSITION OPENING

Secretary – Full Time, Permanent Position **Current assignment will be High School Office**

Minimum Qualifications:

- * Proficiency in computer programs applicable to the position (such as Microsoft Word, Excel, and e-School)
- * Create and maintain databases as necessary. Budget item maintenance.
- * Compose and proofread letters and reports
- * Excellent organizational skills including attention to details and the ability to prioritize assignments
- * Ability to work independently, attend to detail, problem solve, and multi-task
- * Must have personality traits that are conducive to a harmonious relationship with school district personnel and the public
- * Willingness to take the initiative to assist in the daily operations of the school building
- * Demonstrate an interest in the well-being of every student
- * Well groomed, appropriately dressed, dependable, loyal, and discreet
- * Ability to recognize, respect, and maintain confidentiality of issues, records, and information
- * Personal characteristics indicative of maturity, flexibility, tactfulness, cooperation and cheerfulness
- * Effective communication skills
- * Good interpersonal skills
- * Other duties as assigned

Candidates from outside the district should direct a letter of interest and resume to:

Stephen Herman, Principal
Fleetwood Area School District
803 N. Richmond St., Fleetwood, PA 19522

Any in-house candidates should send letter of interest to Mr. Herman

Deadline for application: 8/15/17

Bldg. Posting

Share this information with district substitutes and/or other interested/qualified individuals. EOE