

PLEASE POST

Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055

ANNOUNCEMENT OF VACANCY

Full-Time High School Administrative Assistant

The Saucon Valley High School is seeking a full-time Administrative Assistant. Position available immediately. Salary and benefits are according to the current Secretarial/Clerical Employment Agreement.

The applicant must have secretarial experience, knowledge of office machines, computer competency, and ability to work well with others. Experience in school-based student management systems preferred.

Send - letter of interest, resume, references, and all clearances to:

Patricia Rosati, patricia.rosati@svpanthers.org
c/o Jaime Vlasaty
Saucon Valley District Office
2097 Polk Valley Road
Hellertown, PA 18055

Posted: September 7, 2022

Expires: When suitable candidate is identified.

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.