

**Upper Adams School District
Position Opening**

Administrative Assistant for Student Services – Full-time, year round position

This position is responsible for providing support to the Director of Student Services, in the implementation of all student services programs including Special Education, Intervention Staff, Psychological Services, Occupational and Speech Therapy, Gifted Education, Section 504 Services, and English as a Second Language (ESL).

Requirements

Two to five years of secretarial and/or office management is necessary. This position requires a thorough knowledge of modern office practices and secretarial and administrative procedures.

How to Apply

To apply for a position or view a complete job description, click the following link, or copy and paste it to your browser: <https://www.applitrack.com/upperadams/onlineapp/default.aspx?>

On the employment page choose the appropriate link to find the position and click the red “Apply” button to begin your application.

Contact Tina Fair, Human Resources Coordinator for more information at t.fair@upperadams.org.

EOE