

March 24, 2022

Principals: Please post in the office area and the faculty room in your building.

POSTING DATE: March 24, 2022 CLOSING DATE: March 30, 2022

INTERNAL POSTING

St. Marys Area School District

has a vacancy for

ANTICIPATED DIRECTOR OF SUPPORT SERVICES

Duties and Responsibilities:

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive.

- Plans, organizes, and manages all aspects of pupil transportation.
- Manages district-wide procurement and personnel procedures.
- Oversees all general human resource services within the school district.

Preferred Qualifications:

Associates or Bachelors degree in a business related field preferred, but not required.

Experience with procurement processes is desirable.

High level of technology proficiency.

Strong interpersonal skills are a must.

Working knowledge of employment contracts and labor laws.

Understanding of confidentiality laws and guidelines.

Excellent oral and written communication skills.

To apply for the above listed position, please send a letter of interest, salary requirements, and current resume to:

**Laura Carlson, Director of Support Services
St. Marys Area School District
977 South St. Marys Rd.
St. Marys, PA 15857**

**or email to employment@smasd.org
on or before March 30, 2022 or until filled
EOE**

March 24, 2022

Principals: Please post in the office area and the faculty room in your building.

POSTING DATE: March 24, 2022 CLOSING DATE: March 30, 2022

St. Marys Area School District
has a vacancy for

DIRECTOR OF SUPPORT SERVICES

Duties and Responsibilities:

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive.

- Plans, organizes, and manages all aspects of pupil transportation.
- Manages district-wide procurement and personnel procedures.
- Oversees all general human resource services within the school district.

Preferred Qualifications:

Associates or Bachelors degree in a business related field preferred, but not required.

Experience with procurement processes is desirable.

High level of technology proficiency.

Strong interpersonal skills are a must.

Working knowledge of employment contracts and labor laws.

Understanding of confidentiality laws and guidelines.

Excellent oral and written communication skills.

Fringe benefits associated with this position begin on the first day of employment, including a competitive healthcare insurance package.

To apply for the above listed position, please send a letter of interest, salary requirements, and current resume to:

Laura Carlson, Director of Support Services
St. Marys Area School District
977 South St. Marys Rd.
St. Marys, PA 15857

or email to employment@smasd.org
on or before March 30, 2022 or until filled
EOE