

Valley Grove School District
429 Wiley Avenue
Franklin, PA 16323

PLEASE POST
NOTICE OF VACANCY

April 1, 2022

Part-Time Clerical/Secretarial Position

Valley Grove School District is seeking a 12-month part-time (25-30 hours per week) secretary responsible for performing a wide variety of clerical and secretarial duties at the district administration office. Minimum educational requirement is a high school diploma. Additional postsecondary training or related experience preferred. Applicant must be proficient in Microsoft Office software. Act 34, 151 and 114 clearances required.

Applicants should submit a letter of interest, resume, and three current references to Kevin M. Briggs, Superintendent, Valley Grove School District, 429 Wiley Avenue, Franklin, PA 16323 or email to employment@vgsd.org. Deadline for applications is Tuesday, April 19, 2022 at 4:00 p.m.

The Valley Grove School District does not discriminate against individuals or groups because of age, race, color, national origin, sex, religion, marital status, non-relevant handicaps or disabilities, Vietnam-era veterans, or any other protected class of individuals as per federal government directive/law. No person shall on the basis of the foregoing be excluded from participating in, be denied the benefit of, or be subject to discrimination under any educational program, activity or employment. The School District's commitment to non-discrimination extends to students, employees, prospective employees and the community in accordance with state and federal laws including Title IX and Section 503 and 504 of the Rehabilitation Act of 1973.