

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 an ANTICIPATED OPENING for

Secretary for Special Services
10 Month Position with Full Benefits

Qualifications:

- Ability to work independently on multiple tasks.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Word, Excel and the Google platform.
- Ability to learn software platforms quickly and efficiently.
- High degree of attention to detail.
- Clerical, secretarial, office and/or data entry experience preferred.
- Working knowledge of confidentiality laws and guidelines.

*Experience with special education services and Medical Access billing preferred.

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 expectations, 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 position is filled

EOE