

**CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT**

Full-Time Position Available beginning in May, 2024 at Keystone School District. This position is responsible for assisting and supporting the Superintendent, Business Manager and School Board with Clerical and Administrative Duties. It is a 12-month Position with Hours and Wages to be determined by the Board of Directors. Other Benefits are consistent with the current Support Staff and Teacher Contracts. Requirements include: High School Diploma or its equivalent, two years of Secretarial experience (preferably Public School experience), proven ability to efficiently and effectively manage an office and the ability to communicate in a diplomatic, tactful and confidential manner with all segments of the educational community and public. Interested Candidates should send a Letter of Interest, Resume, Three (3) Letters of Reference and Current Clearances to: Mr. Michael Hall, Superintendent, Keystone School District, 451 Huston Avenue, Knox, PA 16232.

**Deadline: Until Position is Filled**