

POSITION: ELEMENTARY BUSINESS & ACTIVITIES SECRETARY

Full-Time Position Available beginning June, 2024 at Keystone Elementary School (213-Days Per Year).

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: May 3, 2024