



Central Office Vacancy

Confidential Secretary – Assistant to the Superintendent

The Palmerton Area School District is seeking applicants for a Confidential Secretary to Assistant to the Superintendent. This position assists administration with personnel functions, central registration of district students, and the Pennsylvania Information Management System (PIMS).

The job description for this position is available upon request.

Applicants must submit a letter of interest, resume, two letters of recommendation, and all required clearances (Act 34 Criminal, Act 151 Child Abuse and Act 114 FBI Fingerprinting clearances).

District employees must submit a letter of interest to Jamie Schuler, Assistant to the Superintendent. Letters may be emailed to HumanResources@palmerton.org

Application materials may be mailed or emailed to the following:

Ms. Jamie Schuler
Assistant to the Superintendent
Palmerton Area School District
680 Fourth St.
Palmerton, PA 18071

HumanResources@palmerton.org

Applications will be accepted until **Friday, July 7th, 2023**.

EQUAL RIGHTS AND OPPORTUNITIES POLICY

As an equal rights and opportunities agency, the Palmerton Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.