



Support Staff Vacancy

Building Secretary – Sr. High School

The Palmerton Area School District is seeking applicants for a building secretary position at the Sr. High School. The primary responsibility of this position includes tasks relative to student attendance. This position is also responsible for any other office related tasks assigned by the building administrators. The work year for this position is 260 days and compensation will be in accordance with the negotiated contract.

Applicants must submit a support staff application, Act 34 Criminal, Act 151 Child Abuse and Act 114 FBI Fingerprinting clearances. Application materials can be found on the district website at www.palmerton.org under the Human Resources tab.

District employees must submit a letter of interest to Jamie Schuler, Assistant to the Superintendent. Letters of interest 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 **Wednesday, June 21, 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.