



Director of Human Resources

The Palmerton Area School District is accepting applications for the position of Director of Human Resources. This position is responsible for coordinating and administering programs of the district related to employment, training, teacher certification, employee relations, and maintenance of all records relating to personnel including job descriptions, medical records, and employee leaves of absence.

Candidates must have strong communication and interpersonal skills.

Qualified applicants must possess the following credentials:

- Bachelor's Degree with certification in Human Resources, School Administration, Educational Leadership, or a related field
- Three plus (3+) years of experience in a school district, human resources preferred
- Experience in oversight and facilitation of employer/employee relationship of both classified and professional staff

Anticipated salary range is \$85,000 - \$95,000 and is commensurate with experience.

Applicants must submit a signed cover letter, resume, PASD Administrative Application (located on the Human Resources tab of the district website), copy of valid certification, transcripts, current clearances, and three (3) letters of recommendation.

Documents must 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, January 12, 2024.

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.