



## Otto-Eldred School District

143 R.L. Sweitzer Drive, Duke Center, PA 16729  
(814) 817-1380 opt. 3 Fax (814) 966-3911

Matthew D. Splain, Superintendent  
Jodi L. Flexman, Business Manager

### Otto-Eldred Elementary School

5 N. Bennett St, Eldred, PA 16731  
(814) 817-1380 opt. 1  
Fax (814) 225-4917

Lindsay A. Burns, Principal  
Kim S. Alfieri, School Counselor  
Melissa M. Merry, Director of Curriculum

### Otto-Eldred Junior Senior High School

143 R.L. Sweitzer Dr, Duke Center, PA 16729  
(814) 817-1380 opt. 2  
Fax (814) 966-3911

Kaci L. Daniels, Principal  
Colleen E. Storer, School Counselor

## - ANTICIPATED VACANCY NOTICE -

- Position:** Assistant Principal (up to 260 days)
- Location:** Otto-Eldred School District
- Details:** Otto-Eldred School District anticipates a vacancy for an Assistant Principal, starting December 1, 2020. Applicants must hold a Pennsylvania Principal K-12 Certification.
- Qualifications:** OESD seeks an instructional leader who can collaborate with a strong administrative team to implement a high-performing educational system focusing on Career and College Readiness for all students. Candidate should have a strong background in language and essential elements of effective literacy, PreK-12. The successful candidate will have demonstrated strong instructional leadership, interpersonal skills with the focus of student success and a demonstrated understanding of special education process and requirements. The candidate will also have proven experience in data-driven instruction, assessment, supervision, developing community partnerships promoting equity and parent engagement.
- Application Deadline:** Monday, November 2, 2020 by 3:00 pm

**Application packets should contain a PA Standard Teaching Application, Resume/Cover letter, Copy of Clearances, Official Transcripts, Copy of PA Certification and 3 letters of recommendation. Application packets should be emailed to:**

Office of the Superintendent  
Attention: Mrs. Suzanne Strait  
143 R.L. Sweitzer Drive  
Duke Center, PA 16729  
[sstrait@ottoeldred.org](mailto:sstrait@ottoeldred.org)

**EOE**