

# SMETHPORT AREA SCHOOL DISTRICT

Home of the HUBBERS



**Smethport Area School District**  
**Administration Office**  
414 South Mechanic St.  
Smethport PA 16749  
(814)887-5543 ~ phone  
(814)887-5544 ~ fax

**David E. London**  
Superintendent

**Susan M. Jordan**  
Business Manager

**Brice N. Benson**  
High School Principal

**Kristin J. Zona**  
Elementary Principal

**Julia E. Anderson**  
Director of  
Special Education

**Kevin C. Kolivoski**  
Technology Coordinator

TO: All  
FROM: David E. London, Superintendent  
SUBJECT: **OPENING(S)**  
DATE: September 17, 2020

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The **SMETHPORT AREA SCHOOL DISTRICT** is accepting applications for a **SCHOOL BUSINESS ADMINISTRATOR** to begin approximately December 2020. Position qualifications are available at [www.smethportschools.com](http://www.smethportschools.com). Send a letter of interest, resume, PA State or SASD non-teaching application, three (3) letters of recommendation less than one yr old, Acts 34, 114, & 151 clearances, transcripts, and any evidence of advanced training to Mr. David E. London, Superintendent, SASD, 414 S. Mechanic St., Smethport, PA 16749. Deadline October 9, 2020 at 3:00. EOE

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Job description listed below.

**SMETHPORT AREA SCHOOL DISTRICT  
BUSINESS ADMINISTRATOR**

Smethport Area School District (SASD) is seeking a Business Administrator to manage fiscal activities and operations and lead a team of administrative support professionals and professional staff in supporting the business related operations of the district. Successful applicant must be knowledgeable in budget, financial planning, cash management, federal and state reporting requirements related to school funding, fund accounting, bidding, negotiations, facilities, school construction, child accounting, health care, insurance, PSERS retirement, grant management and reporting, technology applications for management, and auditing requirements. Responsibilities include payroll, employee, benefits, purchasing, insurance, investments, accounting, oversight of cafeteria management, serving as Board secretary, project management and leadership. Prior supervisory and accounting experience required. Experience in school business administration is preferred. Bachelors degree required. Masters degree, CPA, or evidence of advanced training in school business management is strongly preferred. Applicant must possess strong interpersonal skills, serve and contribute to the administrative team, and be able to lead a team in support of business office functions.

Anticipated Vacancy: Position will be available for December 1, 2020 or January 1, 2021 start date. SASD will provide full salary for a transition period with the current Business Administrator who expects to retire in March 2021.

Smethport Area School District is a small rural school district located in beautiful McKean County, PA. SASD has approximately 800 students in grades PK to 12 and roughly 130 employees. Smethport is the county seat for McKean County. Smethport is a friendly community with a beautiful lake, park, and surrounding country side. The community is very supportive of the Smethport Area School District.

Send letter of interest, resume, PA State or SASD non-teaching Application, three letters of recommendation less than one-year old, Acts 34, 114, and 151 clearances, transcripts, and any evidence of advanced training to: Mr. David E. London, Superintendent, SASD, 414 S. Mechanic St. Smethport, PA 16749.

Questions regarding the vacancy may be directed to Mr. London at [dlondon@smethportschools.com](mailto:dlondon@smethportschools.com) or by calling 814-887-5543.

**Non-Discrimination Policies**

**Title IX**

The Smethport Area School District does not discriminate on the basis of sex within the meaning of Title IX and 34 C.F.R. Part 106 in any of the educational programs or activities that it operates including admissions and employment practices. Inquiries regarding Title IX may be directed to Mr. David E. London, Title IX Coordinator, 414 South Mechanic St., Smethport, PA 16749.

**Section 504**

It is the policy of the Smethport Area School District not to discriminate against any qualified handicapped persons in the employment and operation of its school, its educational programs, services, and activities and in any other areas where compliance is required by Section 504 of the Rehabilitation Act of 1973.

