

Commodore Perry School District

3002 Perry Highway

Hadley, PA 16130

CONFIDENTIAL ADMINISTRATIVE ASSISTANT

Commodore Perry School District is seeking applicants for a twelve-month position of Confidential Administrative Assistant. This position will be responsible for Student Supports, i.e. PIMS, transportation, enrollment, as well as providing direct support to the Superintendent. A Degree in Business or related field is preferred. The successful candidate must have exceptional verbal and written communication skills in addition to expertise in spreadsheet software and other related programs. Experience in a school district is a benefit. Interested applicants should send a letter of interest, resume, and clearances to: Dr. Kimberly Zippie, Superintendent, Commodore Perry School District, 3002 Perry Highway, Hadley, PA 16130. Applications will be accepted until the position is filled. EOE