

HIGH SCHOOL SECRETARY

230 days plus benefits (health vision, dental and life)

\$11.00 per hour

7 ½ hrs. plus 30 minute unpaid lunch

Duties include H.S. office responsibilities, maintenance and record keeping for student attendance and student information system, administrative assistant to guidance counselors and high school principal. Must be proficient in Microsoft Office and Google Suite.

Please submit letter of interest, PA required clearances and resume to Mrs. Amy Rupp, Superintendent, 920 Broad Street New Bethlehem, PA 16242

Deadline – November 1st

EOE