

# Notice

## Anticipated Vacancy

### High School (Floating) School Year Secretary

- 8-hour workday
- 185-day school year position
- Salary and benefits as per PCESP agreement
- Anticipated Start Date -October 2, 2023

**Building Secretary** - The Secretary will work under the direction of the building principal to assist the building principal and the staff in their efforts to assure the smooth and efficient operation of the school office and the school's total educational program. Proficiency in the use of computer and office technology is required. The ability to maintain confidentiality and to demonstrate a professional demeanor in the performance of assigned duties and interactions with students, staff, and the public is mandatory. This position secretary may also cover secretarial absences in other buildings as needed on a day-to-day basis. Work day hours may vary based on advance notice of building secretary coverage from 7:15am-3:15pm and 8:00am-4:00pm.

Duties include the performance the usual office routines and practices associated with a busy yet productive and smoothly-run office, maintenance of student and personnel records, receiving and route all incoming calls, maintenance of a daily teacher attendance log, and the concomitant records for substitute teachers, assisting teachers in preparing instructional materials as requested, processing all changes and adjustments in student schedules after the start of the school year, maintaining a log of visitors to the school, process incoming and outgoing mail, handling of building monies, assist in the unpacking, checking, and distribution of textbooks, supplies, etc., fill general supply orders as requested by staff, maintain inventory of supplies and equipment, assist the principal in the preparation of the school's budget and oversee a budget control program within the school, assist the principal in preparation of required state/federal reports, and any other duties or responsibilities assigned by the Superintendent.

Internal personnel interested in the position may respond in writing to the Superintendent's Office **on or before September 11, 2023.**

External applicants must submit a complete application packet ([www.pcam.org/employment](http://www.pcam.org/employment)) **on or before the end of business September 11, 2023** to:

Mr. William Marshall, Superintendent,  
Penn Cambria School District,  
201 6<sup>th</sup> Street, Cresson, PA 16630

EOE