

NORTHERN LEHIGH SCHOOL DISTRICT

Posting

#N-5-2017

POSTING DATE:	August 7, 2017
EXPIRATION DATE:	August 16, 2017

TO: To All Non-Instructional Employees
FROM: John W. Corby, Interim Superintendent
SUBJECT: Posting of Position

Please be advised that the following anticipated position may be available for the 2017-2018 school year:

Slatington Elementary School Office Aide

- Hours: 10:30 AM – 3:00 PM
- 4 ½ Hours Per Day/5 Days Per Week/up to 180 days per year
- Should possess congenial telephone skills as well as computer, clerical, and organizational skills
- Ability to interact with people
- **RESPONSIBILITIES INCLUDE:** Working with student attendance, student and parent correspondence, general filing, answering phones, customer service (work with students, visitors, teacher, etc.) and any additional duties as assigned by administration
- \$10.93 Per Hour
- Spanish Speaking a plus
- Effective Immediately

Interested and qualified persons should submit a letter of intent, resume and clearances to the Office of the Superintendent, Northern Lehigh School District, 1201 Shadow Oaks Lane, Slatington, PA 18080

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER

JWC:sks