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Erie's Public Schools
148 West 21st Street
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An Equal Opportunity Employer

POSTING FOR CURRENT EESSP EMPLOYEES ONLY

Positions Available for Transfer (1)

Title: Secretary – Group I

Location: Central Tech – Instructional Technology

Term of Employment: 12 months

Salary: SY 2014-2015 Position Rates

Tier One A \$20.57/hr

Tier One B \$20.24/hr

Tier One C \$19.90/hr

(subject to step increments per contract)

Group I (no tier) \$19.90/hr

Group II to Group I:

Year 1 80% of 19.90 \$15.92/hr

Year 2 85% of 19.90 \$16.92/hr

Year 3 90% of 19.90 \$17.91/hr

Year 4 95% of 19.90 \$18.91/hr

Year 5 100% \$19.90/hr

Reporting Relationship: report directly to Supervisor of Instructional Technology

Requirements:

- High School graduate with minimum of 4 years clerical experience
- Demonstrated proficiency in:
 - Microsoft Office - Word, Excel, Access, PowerPoint
 - Infinite Campus
 - Word Processing -minimum score of 60 words per minute with a maximum of 3 errors
 - Appropriate communication skills with administrators, teachers, parents and students
 - payroll functions
 - purchase orders
- Familiar with copy machine, FAX and e-mail
- Excellent English skills: composition, spelling, and grammar
- Able to maintain an efficient and pleasant office
- Ability to work independently, be flexible and respond to sudden changes
- Provide support to Supervisor of Instructional Technology

Evaluation: Conducted annually by Supervisor of Instructional Technology

Testing will be administered to each applicant in the required computer programs including, but not limited to, a word processing test scoring 60 wpm with a maximum of three (3) errors, language usage skills.

Applicants for this position should apply in writing to the Human Resources Department, 148 West 21st Street, Erie PA 16502, no later than 3:30 p.m. **June 3, 2016.** Current bargaining unit personnel should provide Carol Niedzwiecki, EESSP President, with a copy of their letter of interest.

POST: 8:00 AM MAY 26, 2016

REMOVE: 3:30 PM JUNE 3, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIESCHOOL DISTRICT, 148 WEST 21st STREET, ERIE PA 16502.