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Superintendent of Schools

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Assistant Superintendent

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Secretary

**POSTING FOR CURRENT EESSP EMPLOYEES ONLY**  
**ASSIGNMENT OPEN (1)**

**Position Title:** Group II Secretary

**Location:** East High School

**Term of Employment:** 12 month position

**Salary:** Position Rate: Group II - \$15.20/hr

- 85% - \$12.92/hr until completion of 90 day probation
- 90% - \$13.68/hr upon completion of probation
- Position Rate at one year of service

**Reporting Relationships:** Building Administrator

**Requirements:**

- High School graduate with minimum of 4 years clerical experience
- Demonstrated proficiency in:
  - Microsoft Office - Word, Excel, Access, PowerPoint
  - Word Processing -minimum score of 60 words per minute with a maximum of 3 errors
- Appropriate communication skills with administrators, teachers, parents and students
- Demonstrated knowledge of:
  - 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
- Other duties as assigned by building administration

**Evaluation:** Building Administrator

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.

Erie's Public Schools  
148 West 21<sup>st</sup> Street  
Erie, PA 16502-2834  
P: 814.874.6000  
F: 814.874.6049  
[www.eriesd.org](http://www.eriesd.org)

Applicants for this position should apply in writing to the Human Resources Department, 148 West 21<sup>st</sup> 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 ERIE SCHOOL DISTRICT, 148 WEST 21<sup>st</sup> STREET, ERIE PA 16502, (814) 874-6080.