



WYOMISSING AREA SCHOOL DISTRICT

Position Posting

Position Title: Guidance Secretary - PT, 12 months (Year-round)
(M-Th 5 ½ hrs./day, 7am-1pm; Fri. 6 hrs./day, 7am-1:30pm)

Location: Jr./Sr. High School

Reports to: Principal

Min. Wage Rate: \$15.15/hour

Description

This position is the central point of contact for the Guidance Department communication and information and provides secretarial/clerical support to Guidance Counselors.

Minimum Requirements

- H.S. Diploma
- Minimum 2 years full-time secretarial experience
- Must demonstrate a high degree of secretarial/technical/verbal/written/organizational skills.
- Bilingual preferred.

Required work skills include, but are not limited to the following:

- Must possess a high degree of competence in all phases of secretarial skills and techniques including oral and written communication skills, organizational skills and record management, multi-tasking skills, and analytical skills.
- Must be proficient in the utilization of Microsoft Office software products and possess the ability to learn other computer applications.
- Must have ability to handle diversified job duties, anticipate changes or needs, set new priorities, follow through, meet deadlines, and work independently with minimal supervision and a high degree of attention to detail.
- Must possess proper judgment and good decision-making skills.
- Must have a high degree of adaptability and flexibility.
- Must possess strong interpersonal skills and ability to establish and maintain effective and harmonious working relationships and communications with district personnel, student body, parents/guardians, and outside contacts.
- Must have ability to recognize and respect confidentiality of records and information.

Application Process:

External Applicants, forward Support Staff Application located at www.wyoarea.org to: HR, Wyomissing Area School District, 630 Evans Ave., Wyomissing, PA 19610 OR email dweise@wyoarea.org.

Application Deadline
Dec. 18, 2023 or until filled

Date Posted:
Dec. 8, 2023

Wyomissing Area School District is an Equal Opportunity Employer