



WYOMISSING AREA SCHOOL DISTRICT

Position Posting

Position Title: Elementary Principal's Secretary
FT – 12-month position

Location: Wyomissing Hills Elementary Center

Reports to: Principal

Min. Hourly Rate: \$17.00/hr.



Description:

This position is responsible for performing all necessary office duties, handling correspondence, and assisting parents and staff as appropriate to the efficient operation of the services and programs related to Wyomissing Hills Elementary Center. *This position starts immediately after hire.*

Minimum Requirements:

- H.S. Diploma with minimum 2 years full-time secretarial experience preferred
- Must be proficient in MS Office Applications as well as have the capacity to learn other software as required by the position functions
- Mandated clearances and training per PDE guidelines

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

- Must possess a high degree of competence in all phases of administrative skills and record management, multi-tasking and analytical skills.
- Must have the ability to handle diversified job duties, anticipate changes or needs, set new priorities, follow through on tasks, 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 in addition to 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 such as suppliers.
- Must have ability to recognize and respect confidentiality of records and information, especially in relation to job duties of attendance, truancy and progress reporting.

Application Process:

External Candidates should forward letter of interest, resume, and Support Staff Application found on our website, www.wyoarea.org, to: HR, Wyomissing Area School District, 630 Evans Ave., Wyomissing, PA 19610 **OR** email dweise@wyoarea.org.

Application Deadline:

March 21, 2024 or until filled*

The District reserves the right to fill the position once a suitable candidate has been found.

Original Date Posted:

March 11, 2024

Wyomissing Area School District is an Equal Opportunity Employer