

Union City Area School District
Administration Office
107 Concord Street
Union City, PA 16438

CLERICAL POSITION AVAILABLE

Middle School/High School Secretary

This is a 12-month, full-time position with training to begin approximately April 30, 2018. Applicants must possess the following skill sets: Excellent oral and written communication skills, proficiency in Microsoft Office and other software applications, a high level of professionalism, protection of confidentiality, ability to maintain composure under stressful situations, excellent organizational skills, and the ability to effectively handle multiple tasks daily. The selected candidate must be willing to professionally represent the School District at all times and be willing to participate in job-related trainings.

Qualified applicants please submit letter of interest, resume, completed Arrest/Conviction and Certification form*, current clearances (if available), and two work-related letters of reference to

Mrs. Melissa Tomcho, Middle School/High School Principal
105 Concord Street, Union City, PA 16438

The completed Act 168 Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release form(s) will be required of candidate being recommended for School Board approval.*

Approved current clearances will be required prior to employment.*

Completion of the Act 126 Recognizing and Reporting Child Abuse Training including Educator Discipline Act, Maintaining Professional Relationships and Sexual Misconduct training will be required.

**Applications must be received by
3:00 p.m. on Tuesday, February 20, 2018.**

E.O.E.