

Forest Hills School District

Vacancy

November 21, 2022

Support Staff: Executive Confidential Secretary - Application deadline December 2, 2022

This position assists the Superintendent with the operation of the District Office, coordinate central enrollment procedures, complete general communication tasks, assist with social media and website communications, assist visitors, coordinate phone communications, assist with public relations, coordinate the District Newsletter, and will be cross trained to assist the other confidential secretaries with their tasks. Other duties will also be required. Candidate should be a problem solver who demonstrates a friendly and professional demeanor. Candidates must be proficient in Microsoft and Google applications and familiar with social media outlets. Interested candidates should submit a General Application Form available at the Forest Hills District Office or at www.fhrangers.org under the Services tab (Employment Forms), along with resume, current Act 34, 151, 114, and 168 clearances, and at least 3 letters of recommendation.

In addition, applications are being accepted for substitute teachers and substitute paraprofessionals and cafeteria workers. Submit a Forest Hills Substitute Teacher Questionnaire or General Application form (available at www.fhrangers.org) with current Act 34, 151, 114, and 168 clearances.

All applications should be submitted to:

Dr. David Lehman, Superintendent
Forest Hills School District
PO Box 158
Sidman PA 15955