

# Forest Hills School District

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## Vacancies June 11, 2022

### Support Staff:

12 Month Secretary – Elementary Office - **Application deadline is June 24, 2022.**

Candidates must be proficient in Microsoft applications, Google applications, successfully complete a secretarial competency skills assessment, be able to write clear and concise, grammatically correct memorandum, directives, and/or letters without close supervision. Please refer to the attached job description.

### Extracurricular Staff:

Varsity Boys' Volleyball Head Coach - **Application deadline is June 24, 2022.**

Athletic Trainer - **Application deadline is June 24, 2022**

This position is responsible for providing Athletic Training Services to student athletes at the Forest Hills Junior Senior High School. Candidates must be fully certified and have appropriate clearances. Job related experience and/or training preferred. Entry level candidates with appropriate certification will be considered.

Candidates are to submit a **General Application Form** (available at Forest Hills District Office or at [www.fhrangers.org](http://www.fhrangers.org), along with resume, 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

## **Secretary – Elementary School Office (12 month)**

**OVERVIEW:** The main goal of this position is to provide assistance to students, faculty and administration in matters concerning the overall educational operation of the elementary school program.

### **ORGANIZATIONAL RELATIONSHIPS:**

This secretary report directly to the elementary school principal/assistant principal

### **JOB QUALIFICATIONS:**

- 1 High school diploma minimum
- 2 All required state and federal clearances
- 3 Proficient in typing, office procedures, working knowledge of office machines, equipment, and bookkeeping skills
- 4 Strong computer and technology skills, competent in Microsoft Office applications
- 5 Successful completion of a secretarial/computer skills assessment
- 6 Ability to meet the public with a pleasant, composed and cordial manner
- 7 Ability to handle delegated administrative details, requests for information, and other matters brought to the Superintendent's office
- 8 Ability to write clear and concise, grammatically correct memoranda, directives, or letters without close supervision
- 9 Possess outstanding organizational skills and is self-directed

### **PERFORMANCE RESPONSIBILITIES: *(other duties may be assigned)***

- 1 Is in regular attendance
- 2 Performs general office duties
- 3 Greets and assists visitors, faculty and students with routine daily issues
- 4 Assists principals in preparing student rosters and teacher schedules
- 5 Prepares weekly informational bulletin
- 6 Performs all student information system updates, i.e. class rosters, student courses, teacher schedules, printing of report cards, etc.
- 7 Website management for elementary calendar
- 8 Sorts and distributes interoffice and US mail
- 9 Demonstrates the ability to perform duties with awareness of all District requirements and Board of Education policies
- 10 Performs other specific duties assigned by the principal/assistant principal