

NORTHERN LEHIGH SCHOOL DISTRICT

Central Administration Office
1201 Shadow Oaks Lane
Slatington, PA 18080

Posting

#S-3-2018

POSTING DATE: April 6, 2018

EXPIRATION DATE: Until Filled

TO: To All Interested Parties
FROM: Matthew J. Link, Superintendent
SUBJECT: Posting of Position



Please be advised that the following anticipated position may be available for the 2017-2018 school year:

Clerk Typist – High School Guidance

- Should possess congenial telephone skills as well as computer, clerical, and organizational skills.
- Must be able to interact positively with people and be a team player, prioritize workload, and deal with confidential issues.
- 7 Hours Per Day, 12 Month Position
- Excellent Benefit Package including Health, Dental and Prescription Plans
- Salaried Position: \$28,000 (prorated)
- Effective Immediately

Interested and qualified persons should submit a letter of intent to the Co-Director of Business Affairs/Human Resources, Central Administration Office, 1201 Shadow Oaks Lane, Slatington, PA 18080

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER