

NORTHERN LEHIGH SCHOOL DISTRICT

Posting

#N-4-2018

POSTING DATE:	May 31, 2018
EXPIRATION DATE:	Until Filled

TO: To All Non-Instructional Employees
FROM: Matthew J. Link, Superintendent
SUBJECT: Posting of Position

Please be advised that the following anticipated position may be available for the 2018-2019 school year:

Office Paraprofessional – Middle School:

- 5 ½ Hours Per Day/5 Days Per Week/up to 180 days per year
- Should possess congenial telephone skills as well as computer, clerical, and organizational skills
- Ability to interact with people
- RESPONSIBILITIES INCLUDE: Working with student attendance, student and parent correspondence, general filing, answering phones, customer service (work with students, visitors, teacher, etc.) and any additional duties as assigned by administration
- \$11.20 Per Hour
- Spanish Speaking a plus
- Effective during the 2018-2019 School Year

Interested and qualified persons should submit a letter of intent, resume and clearances to the Human Resources Department, Northern Lehigh School District, 1201 Shadow Oaks Lane, Slatington, PA 18080

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER

MJL:sks