

NORTHERN LEHIGH SCHOOL DISTRICT

Central Administration Office
1201 Shadow Oaks Lane
Slatington, PA 18080

Posting

#55-2024

POSTING DATE: March 19, 2024

EXPIRATION DATE: Until Filled

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



The following anticipated position will be available for the 2023-2024 school year:

Elementary Office Paraprofessional

- Must possess not less than a high school diploma, associate degree preferred.
- 5.5 hrs. per day/10 months year
- Hourly Position: \$14.72
- The following criteria are essential to this position:
 1. Congenial telephone skills
 2. Excellent receptionist qualities focused on customer service.
 3. Confidentiality
 4. Excellent clerical skills
 5. Excellent organizational skills
 6. Computer skills that require Microsoft Office and Student Information Systems
 7. Ability to interact positively with people and be a team player.
 8. Ability to take initiative.
 9. Ability to prioritize workload.
- The position requires the ability to relate to and function effectively with people of varying backgrounds and positions as well as strong verbal and written communication skills.

Interested and qualified persons should submit a letter of intent to the Human Resources Department, Central Administration Office, 1201 Shadow Oaks Lane, Slatington, PA 18080 or electronically to hr@nlsd.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER

MJL: aj