



## Eastern Lebanon County School District

### Position Posting

Position Title: **ELCO Intermediate School Administrative Assistant**

Location: **ELCO Intermediate School Office**

The Eastern Lebanon County School District is now accepting applications for the position of ELCO Intermediate School Administrative Assistant. This position supports our students, parents, and staff by completing the following duties.

- Assist the School administration in planning and coordinating various school functions.
- Coordinate and maintain facilities and transportation requests.
- Maintain staff-related records.
- Assist in preparing the Intermediate School budget, preparing purchase orders, checking in received orders, maintaining supplies, and verifying related invoices.
- Maintain accurate records associated with Student Activities funds.
- Collect fees and other monetary obligations as needed.
- Support the efficient and effective operations of the Intermediate School Office.

#### **Minimum Requirements:**

##### **Certification in:**

- None

##### **Minimum Requirements:**

- Current Act 34, 151 and 114
- Strong communication and interpersonal skills
- To effectively use various computer programs, including Microsoft Office and PowerSchool

**Application Process:** Interested applicants should forward a letter of interest, application, resume, and three current letters of recommendation to: Eastern Lebanon County School District, Human Resources, 180 ELCO Drive, Myerstown, PA 17067, or email at [elcoemployment@elcosd.org](mailto:elcoemployment@elcosd.org). Internal candidates should submit a letter of intent.

All required clearances must be compliant with the Pennsylvania Department of Education's mandated criteria for hire.

**Application Deadline:** The position will remain open until the appropriate candidate is identified.

*The ELCO School District is an equal opportunity employer*