

PLEASANT VALLEY SCHOOL DISTRICT

Vacancy Notice

The Pleasant Valley School District wishes to inform you of the following vacancy.

Building Secretary Pleasant Valley High School

This building secretary position will be available as soon as possible. Salary and benefits will be in accord with the current collective bargaining agreement for support staff personnel.

The selected candidate shall be chosen based on credentials, the ability to demonstrate job functions, and the successful completion of a series of interviews along with meeting all local requirements.

Applications from qualified persons interested in the above position should be submitted electronically via the PVSD HR Application Portal at www.pvbears.org. Pleasant Valley School District employees, wishing to apply for this position, need only submit a letter of interest highlighting his/her qualifications for this position. Letters of interest must be sent electronically to John T. Burrus, Ed.D., Director of Human Resources via hr@pvbears.org.

The successful candidate will be required to provide the following documents: Act 34 PSP Criminal Record Check, Act 114 FBI Criminal History Check, Act 151 Child Abuse Clearance, and the Act 24/82 PDE 6004 form.

Posted: May 22, 2019

Expires: May 31, 2019

The Pleasant Valley School District does not discriminate on the basis of race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion and hires only individuals lawfully authorized to work in the United States.

PVSD Support Staff 2018-2019 vacancy notice # - ss20190522b

JTB/MS