

# PLEASANT VALLEY SCHOOL DISTRICT

## Vacancy Notice

We wish to inform you of the following vacancy in the Pleasant Valley School District:

### **Confidential Employee** Business Office

This confidential employee position will be filled as soon as possible. Salary and benefits will be in accordance with the confidential employee agreement. Candidates must have a minimum of five (5) years of secretarial experience with school-related settings preferred. The selected candidate shall be chosen based on credentials, the ability to demonstrate job functions, testing, 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](http://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](mailto: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 Confidential Employee 2019-2020 vacancy notices #c20190522

JTB/MS