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Superintendent of Schools

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Assistant Superintendent

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Position Title: Attendance Office Teacher Assistant

Location: Strong Vincent

Term of Employment: 9 month position

Salary: \$12:14 (starting) \$12.54/hr (after 6 mo. probation)

Reporting Relationships: Reports to Building Administrator

Qualifications:

- **Education and Experience:** High School Graduate
- **Clearances:** Must hold or obtain FBI, State Police, and Child Abuse clearances
- **Essential Skills:** Demonstrate ability to collaborate with educators and students. Working knowledge of Erie School District policies, procedures, and organizational structure.

General Responsibilities:

- Demonstrated proficiency in Infinite Campus Computer Program.
- Word Processing 35-40 words per minute
- Communications skills both orally and in print
- Minimum one (1) semester experience in Attendance Office
- Training the PA Attendance Code/Attendance Procedures
- Implement program for student attendance accounting
- Ability to institute and maintain attendance program
- Work collaboratively with Administrators and Teachers

Evaluation: conducted by Building Administrator

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

TESTS WILL BE ADMINISTERED INCLUDING, BUT NOT LIMITED TO, WORD PROCESSING TEST SCORING 35-40 WPM.

Erie's Public Schools
148 West 21st Street
Erie, PA 16502-2834
P: 814.874.6000
F: 814.874.6049
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An Equal Opportunity Employer

INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST AND RESUME TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502, NO LATER THAN 3:30 P.M. SEPTEMBER 11, 2015.

APPLICANTS MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.

POST:	8:00 AM	SEPTEMBER 2, 2015
REMOVE:	3:30 PM	SEPTEMBER 11, 2015

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.