

FERNDALE AREA SCHOOL DISTRICT

Secretary to the Director of Special Education/ Student Enrollment and Registration

(Full-time position)

Ferndale Area School District is seeking a dynamic full-time Secretary with strong customer service skills, experienced in a fast paced front office environment. Must be knowledgeable in Microsoft Office. Experience with PowerSchool software, IEP Writer, basic accounting, use of online templates for data entry, budgets and purchase orders is preferred. Ability to learn new computer applications, multitask, and able to work in a team environment. E.O.E.

Send letter of interest, resume, clearances, and references to:

Jeffrey R. Boyer, Superintendent
Ferndale Area School District
100 Dartmouth Avenue
Johnstown, PA 15905

E.O.E.

Position Open Until Filled.