



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
"Every Student, Every Day"

PLEASE POST
4/19/2024

VACANCY NOTICE

Position..... Secretary - Full Time 12 Months
Effective..... Immediately
Education..... HS Diploma
Salary.....\$17.41/Hr. (Rate \$19.41 effective 7/1/24 for the 24-25 School Year)

SCOPE OF WORK

Point of contact for internal Technology help desk/routing
Screen telephone calls and refer messages to the proper person.
Coordinate external phone calls for Tech and District outstanding fees.
Sort and screen mail.
Maintain files of correspondence, reports, and records.
Basic data entry and coordination of internal systems.
Prepare purchase orders, supply requisitions and budget information.
Tracking of budget expenses for the Technology department
Assist with staff onboarding procedures.

ADDITIONAL RESPONSIBILITIES

Perform all other duties as assigned by the Supervisor.
Respond to crisis situations.
Maintain confidentiality.
Maintain a high level of quality work.
Accurately follow oral and written directives.
Perform work in a logical, orderly, and skillful manner.
Adapt to changes in schedules, equipment, procedures, and methods.
Accept work assignments that may require additional training to perform.
Maintain a high level of integrity and honesty.
Work beyond standard work hours when necessary.

JOB QUALIFICATIONS

Appropriate experience.
Ability to speak and hear on telephone.
Able to lift weights up to 20 pounds regularly, on occasion up to 50 pounds.
Able to enter all building areas for the purpose of observation, supervision, and evaluation of students.
Able to communicate verbally and in writing.
Able to move between and within buildings.

Send letter of interest to: Rita L. Haddock, Personnel Office E-Mail: rihaddock@tvsd.org

Deadline for ApplyingMay 4, 2024