

*Dr. Andrew Oberg
Superintendent**Mrs. Kara E. Gardner
Assistant Superintendent**Mrs. Allison Willis
Business Manager & Board Secretary*

FROM: Kara Gardner
Assistant Superintendent

DATE: September 29, 2026

SUBJECT: **CLASSROOM ASSISTANT VACANCY**

The following vacancy exists in the District. Questions relative to this vacancy should be directed to Mrs. Gardner. Electronically submitted letters of interest and resumes are acceptable and can be emailed to kara.gardner@gsliions.net and janice.alloway@gsliions.net. Please observe the indicated deadline for submission of letters of interest.

Individuals interested in the following position should submit a letter of interest and resume no later than 4:00 p.m. on **Tuesday, October 13, 2026**.

INDIVIDUALS WHO ARE NOT DISTRICT EMPLOYEES SHOULD SUBMIT AN ENTIRE APPLICATION PACKET, including: letter of interest, resume, GSSD application; letter(s) of recommendation; Act 34, 151 and 114 clearance forms. Additional documents will be required if offered employment. All items must be received for your application to be considered. Please refer to the website for the application process.

CLASSROOM ASSISTANT: This is a permanent position, available for the 2026-2027 school year. The compensation rate is set at \$18.25/hour per the Board policy for Administrative Assistants, Classroom Assistants, and Nurse Assistants. Single-person benefits are offered.

Position: One (1) Classroom Assistant – Middle School

The Classroom Assistant works under the supervision of a certified teacher to provide academic support to students in small-group and large-group settings, and occasionally 1:1.

Requirements:

Interested applicants must possess a minimum of an Associate's degree or two years of comparable post-secondary training; however, a Bachelor's degree is preferred. Individuals who possess a teaching certificate are strongly encouraged to apply.

Equal Opportunity Employer

The Greensburg Salem School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other legally protected status.