



TITUSVILLE AREA SCHOOL DISTRICT

ADMINISTRATION OFFICE: 301 EAST SPRUCE STREET • TITUSVILLE, PENNSYLVANIA 16354-1948
PHONE: (814) 827-2715 • FAX (814) 827-7761 • www.GoRockets.Org

STEPHANIE A. KEEBLER
SUPERINTENDENT

MICHAEL T. MCGAUGHEY, SR.
ASSISTANT SUPERINTENDENT

JOB POSTING: (Anticipated) Secretary to the Principal (10 mos)

Work Location: Pleasantville Elementary
Type Position: Permanent / Full-Time (10 months)
Posting Length: 10 business days
Posting Dates: April 26, 2023 - May 9, 2023
Contact Information: Stephanie Keebler, Superintendent
814-827-2715 x 8-3410
email: skeebler@gorockets.org
Titusville Area School District, 301 E. Spruce St., Titusville, PA 16354

Certifications Required: Act 34 PA Criminal Background Check
Act 114 Federal FBI Fingerprinting
Act 151 PA Child Abuse Certification
Act 126 Mandated Reporter Training Certification
Act 24/82 Disclosure
Act 168 Disclosure
High School Diploma required

RESPONSIBILITIES:

- (1) Two (2) years secretarial experience
- (2) Perform office duties including but not limited to creating and typing correspondence, scheduling appointments, answering phones, copying, opening and distributing mail, filing, and faxing
- (3) Excellent communication and strong computer skills a must
- (4) Update and maintain records
- (5) Perform other duties as assigned by the school Principal

Deadline for Applications: May 9, 2023

Stephanie Keebler, Superintendent of Schools

cc: Jeannine Holes/All buildings post

Administration Office Use Only:

"The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners."

An Equal Rights and Opportunities School District