



Crawford Central School District

Instructional Support Center
11280 Mercer Pike
Meadville, Pennsylvania 16335-9504
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<http://www.craw.org>

Thomas K. Washington, Superintendent

Guy W. O'Neil
Business Manager
Jennifer A. Galdon
Director of K-12 Curriculum
Dr. Ann M. Noonan
*Director of Educational Technology Integration, Grants,
Federal Programs and Community Outreach*
Alisa A. Willey
Director of Special Services
David E. Dickson
Director of Buildings, Grounds & Transportation
Rebecca Gentile
Director of Technology - Questeq

FOR INFORMATION ONLY

January 31, 2019

VACANCY **2018-2019 SCHOOL YEAR**

New Position

Building

Full Time Confidential Secretary

Business Office -Instructional Support Center

Position Information:

12-month employee; 8 hours per day 7:30 a.m. – 4:00 p.m.; benefits as outlined in Confidential Secretary Agreement

QUALIFICATIONS:

1. Associate Degree and/or two (2) years Business Office experience preferred.
2. Must have understanding and knowledge of computer technology.
3. Must possess excellent personal and public relations skills.
4. Such alternatives to the above qualifications as the Board and/or Superintendent may find appropriate or acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Ensures confidentiality of all discussions, decisions, recommendations, records, and practices. Sets examples of industry, patience, productivity, and personal appearance for all district office personnel.
2. Types all reports and correspondence as prescribed by the Business Manager.
3. Processes all incoming mail upon receipt.
4. Maintains a thorough and efficient filing system for all data related to the business office and, when appropriate, for the district.
5. Records the receipt of all monies received by the district and transmits these funds to accounts payable/computer operator for preparation of deposit and recording purposes.
6. Creates and maintains accounts receivable invoicing and data base accounting records for petty cash in the business office.
7. Accepts all calls for the Business Manager and process all appointments.
8. Accepts responsibility for the initial operation and shutdown of all equipment in the office on a daily basis.
9. Orders and maintains office supplies as needed.
10. Processes tax collection data, coordinates tax collectors, and prepares related reports.
11. Responsible for maintaining operation/security of Aesop.
12. Responsible for maintaining accurate records for all benefit groups.
13. Supports Payroll and Accounts Payable positions as directed by the Business Manager.
14. Performs other reasonable duties as are assigned by the Business Manager for the well-being of the school district.

Applicants should apply through our Hiring Portal on our website:

www.craw.org/Employment

Applications accepted until Thursday, February 21, 2019

POSTED IN ALL BUILDINGS AND INSTRUCTIONAL SUPPORT CENTER ON January 31, 2019

Crawford Central School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Thomas K. Washington, Title IX Coordinator, or Alisa Willey, Section 504 Coordinator, at the Instructional Support Center, 11280 Mercer Pike, Meadville, PA 16335-9504 (814-724-3960).