ABINGTON SCHOOL DISTRICT
Abington, PA 19001

HUMAN RESOURCE MEMO #20
November 25, 2020

POSITION: Full-Time (1.0) 12-Month Administrative Assistant
Human Resources, Receptionist - Administration Building

CLASSIFICATION: Class - Administrative Assistant II

SALARY RANGE: According to the ASESQA Collective Bargaining Agreement

QUALIFICATIONS:

- Keyboarding 50-55 w.p.m.
- Computer skills with demonstrated proficiency in word processing, database, spreadsheet and presentations software, mail merge, student management software, e-mail and electronic calendar management skills
- Knowledge of office procedures, filing, and proofreading
- Interpersonal, telephone communication, and problem-solving skills
- School building or departmental level bookkeeping, proficiency in reading and writing, math aptitude
- Shorthand/Speedwriting/Dictaphone strongly preferred.
- Certification from a business school or an associate’s degree in related field (relevant experience in the field may be substituted for the educational requirement.)
- Testing will be administered.

APPLICATION: Interested individuals should send a letter of application to:
Office of Human Resources
Abington School District
P (215) 881-2509  F (215) 881-2589
hr@abington.k12.pa.us

DEADLINE: December 4, 2020

Abington School District is committed to complying fully with all Federal and state laws banning discrimination on the basis of race, color, national origin/ethnicity, veteran status, gender, age, disability, sexual orientation, gender identity/expression, or religion with regard to instructional programs, extracurricular activities, and employment practices. For more information see the Pennsylvania Human Relations Act at the following: PHRC Website.

Any person who believes they are a victim of discrimination by the school district should refer the matter to the attention of the building principal and/or area supervisor, and the District Equity Officer. If the matter is not resolved satisfactorily, it should be brought to the attention of the Superintendent of Schools. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Kristopher Brown, District Equity Officer; 970 Highland Avenue, Abington, PA 19001; 215-881-2519; equity@abington.k12.pa.us