

Penn-Trafford School District is currently seeking a full time Administrative Specialist. Work location will be at the Administration Building located in Harrison City, PA.

Position responsibilities to include: PowerSchool Administrator, Data Quality Control, Web Manager, PIMS Coordinator (state reporting), Transportation Assistant and Route Monitor, School Security Software (oversee and monitor access to all schools), and Internal Revenue reporting. Communication with parents, residences, etc.

Technical Abilities to include: Excel, Word, PowerPoint, Photoshop, Google Docs. School-based applications such as PowerSchool (student database), FirstView (transportation management system), ConnectEd, DSX (security access program), eChalk (website platform) and Identigo (clearance verification system).

Salary \$20 per hour plus benefits.

Penn-Trafford School District is an Equal Employment Opportunity (EEO) Employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

Interested persons should email Letter of Interest to: Dr. Matthew Harris
harrism@penntrafford.org.