

## **Secretary 2020-2021 School Year**

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### **Job Description Requirements:**

1. Resume, Letter of Interest, Application
2. ACT 34 Clearances, ACT 151 Clearances, and FBI Clearance
3. Must have the ability to effectively solve problems in a professional manner
4. Ability to interact with students, staff and parents in a manner that demonstrates respect and dignity
5. Office/ Clerical experience required
6. Bilingual preferred

The Human Resources Office must receive a written statement of interest in the position by 4:00 p.m. on July 10, 2020.

### **Non-Discriminatory Policy**

Lincoln Charter School does not discriminate on the basis of race, color, religious creed, ancestry, age, familial status, sex, national origin, sexual orientation, or disability. The policy of equal opportunity and treatment applies to every aspect of Lincoln Charter School operations and activities, including admissions and employment practices.

This policy shall be made known to all persons and organizations associated with Lincoln Charter School, to all Educational Placement Services, the Pennsylvania Bureau of Employment Security and all recruiting sources.

Lincoln Charter School is an "Equal Opportunity Employer."