



SUBSTITUTE SECRETARY Positions Available

Substitute Secretary Multiple Locations

Are you looking for a position that will provide flexibility? Consider substituting in a support position at Bethlehem Area School District. Substitute secretaries work on an on-call schedule based upon the needs of school and administrative offices.

Substitute secretaries must have the ability and understanding of how to work within the Microsoft Office Suite in addition to excellent customer service skills to interact on a professional level with staff, students, parents, and the public in person and on the phone.

Rate: \$12.00 per hour

How to Apply:

Send cover letter and resume to HRBASDEmployment@basdschools.org or complete an application at the Bethlehem Area School District Education Center, 1516 Sycamore Street, Bethlehem, PA 18017.

EQUAL RIGHTS AND OPPORTUNITIES POLICY

As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

