

ADMINISTRATIVE CAREER PATHWAY

Nazareth Area School District
One Education Plaza Nazareth, PA 18064
610-759-1170

FIND OPENINGS: www.nazarethasd.k12.pa.us

Confidential Administrative Assistant

Confidential Administrative Assistants are customer service-oriented, confidential and proficient in problem solving, managing processes, analyzing information with strong communication, organizational and technical skills, including office software, cloud-based programs, database maintenance and report writing.

Current pay: \$63,390/year



Building Secretary

Building secretaries have exceptional interpersonal / customer service skills, strong organizational skills and are highly skilled in computer programs and applications such as Word, Excel, databases, mail merges, Google, and PowerSchool and in the use of typical office equipment, filing and maintaining accurate records.

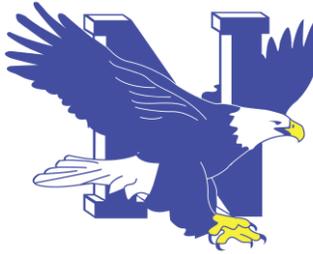
Current pay: \$52,616/year



Data Specialist Associate

Data Specialist Associates demonstrate extensive knowledge in utilizing Excel, Access, PowerSchool, and Google Suite. Data Specialist associates support the district in collecting, managing, reporting and analyzing of local education-based data.

Current pay: \$21.58/hour in a 10-month position



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District Description

The mission of the Nazareth Area School District, a catalyst for excellence in education, is to develop students through rigorous educational and co-curricular programs into critical, reflective thinkers with the knowledge and skills to communicate effectively, to integrate technology for learning, and to contribute to an ever-changing, diverse community.

The Nazareth Area School District's vision is to inspire students to become innovative, collaborative, and constructive citizens who embrace diversity, value education and honesty, develop a strong work ethic and a sense of responsibility that challenges them to be leaders in a global society.

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Innovative and collaborative
- Values of diversity, education, and honesty
 - Strong work ethic

Connect with us on Social Media!



@NazarethAreaSchoolDistrict



@NASDBlueEagles