

February 5, 2025

Business Manager

Full-time 12-month position available immediately. Clarion Limestone Area School district is a rural school district located in Clarion County with approximately 850 students; 115 employees; 2024-25 budget approximately 16 million. Minimum requirement for this administrative position is a bachelors degree in Business Administration, or Official PRSBNA or PRSBO certification preferred but not required. Individuals possessing Master of Business Administration (MBA) degree or Certified Public Accountant (CPA) license along with school business administrative experience may also apply. Effective leadership, supervision, communication and interpersonal skills required.

Responsibilities of the position include, but are not limited to budget preparation under Act 1 regulations, financial and debt management, state/local audits, payroll supervision, employee benefits, insurances, transportation reporting, overseeing food service operations, tax administration, and contract negotiations.

Flexible work schedule with full benefits package including vacation, sick and personal days.

Send letter of interest, resume, transcripts and three current reference letters to Brian Weible, Superintendent, Clarion Limestone Area School District, 4091 CL School Rd, Strattanville PA 16258 or email Christy Meterko at cmeterko@clasd.net. Proper clearances will be required prior to employment. Deadline for applications is Friday Feb 21, 2025.

Job Opportunity: High School Clerk Typist

Are you organized, detail-oriented, and ready to make a difference in a dynamic high school environment? We're looking for a dedicated **Clerk Typist** to join our team!

Position Details

- **Job Title:** Clerk Typist
- **Work Schedule:** 203 days annually
- **Location:** Clarion Limestone High School

Why Join Us?

- ✓ **Full Benefits Package:** Health, dental, and vision coverage included
- ✓ **Paid Time Off:** Earn sick and personal days
- ✓ **Supportive Environment:** Join a welcoming and collaborative school community

Key Responsibilities

- Provide clerical and administrative support to staff
- Maintain accurate records and filing systems
- Handle correspondence, typing, and data entry
- Assist with office operations and communications

Qualifications

- Strong typing and computer skills
- Excellent organizational and multitasking abilities
- Friendly and professional demeanor

Take this opportunity to contribute to a vibrant educational setting while enjoying a balanced work schedule and full benefits!

How to Apply

Submit your application, resume and 3 letters of reference to: Superintendent Brian Weible
4091 CL School Rd, Strattanville PA 16258 or email Christy Meterko at Cmeterko@clasd.net

Deadline to Apply: By Friday February 7th, 2025

Be a part of a team that values your skills and dedication. We can't wait to welcome you aboard!

Job Opportunity: Full-Time Classroom Para-Professional

The **Clarion-Limestone Area School District** is currently accepting applications for a **full-time classroom para-professional** position.

- **Position Details:**

- Annual work schedule: **203 days**
- **Full benefits:** Health, dental, and vision coverage
- **Paid Time Off:** paid sick leave and personal days

Application Process:

Interested candidates are invited to submit:

1. A letter of interest
2. A resume
3. 3 Letters of reference

Please direct your application to:

Mr. Brian Weible, Superintendent
Clarion-Limestone Area School District
4091 C-L School Road
Strattanville, PA 16258

Alternatively, applications can be sent via email to **Christy Meterko** at cmeterko@clasd.net by Friday February 7, 2025.

We look forward to receiving your application! EOE