



SCHOOL DISTRICT OF THE CITY OF YORK, PENNSYLVANIA
Office of Human Resources

November 14, 2018
(Re-Post)

Bilingual Office Aide
Location: Hannah Penn K-8
Grade 2, 7.5 Hours Per Day, 9 Month
Salary Range \$11.99 - \$22.74 Per Hour

Posting Closes: December 3 , 2018 at 4:00 P.M.

Job Requirements:

1. High School Graduate
2. Must be bilingual (written and oral)
3. Written and oral communication skills in both Spanish and English – must be strong
4. Ability to apply knowledge of office practices and procedures
5. Ability to interact with others in a manner that demonstrates professionalism, respect, and dignity.
6. Act 34 Clearance, Act 151 Clearance, FBI Clearance (self-paid), Act 168 Clearance
7. Drug Screening (self-paid)
8. Act 71 and Act 126 Certification.
9. Resume, application, and letter of interest.

Performance Responsibilities:

1. Assist in oral interpretation as needed
2. Translate written documents from English to Spanish and Spanish to English
3. Performs general secretarial duties to relieve secretaries of minor office duties and routines, applying knowledge of specific office practices and routines
4. Open mail and attach data
5. Fill supply requests from staff members
6. Answer telephones, receive and transmit messages, answer questions and transfer calls as required, operate electronic entrance device
7. Answer questions on routine matters, obtain answers, or refer questions to appropriate persons
8. Operate a variety of office equipment such as typewriter, adding machine, calculator, copier, and fax equipment
9. Enter student attendance
10. Registration of new or transferred students
11. Any other duties assigned by principal

The Human Resources Office must receive a written statement of interest for this position by 4:00 P.M. on December 3, 2018.

Non-Discriminatory Policy

The School District of the City of York 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 School District operations and activities, including admissions and employment practices.

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

Any student, parent, employee, or citizen who feels that they have been denied because of race, color, religious creed, ancestry, age, familial status, sex, national origin, sexual orientation, or disability fair treatment or access of equal opportunity in any aspect of School District operations or activities should contact the Title IX compliance Coordinator, Robert Bernhard or ADA and Section 504 Coordinator, Dr. Linda Brown, Administration Building, P.O. Box 1927, York, PA 17405, phone number (717) 845-3571.

The School District is an "Equal Opportunity Employer."