

Jamestown Area School District

P.O. Box 217, Jamestown, PA 16134

Superintendent's Office Fax -724 932-5632

High School Office Fax-724 932-3942

Elementary Fax-724 932-9191

TRACY REISER, Superintendent 724-932-5557

BRIAN J. KEYSER, High School Principal 724-932-3186

KRISTIN HOPE, Elementary Principal 724-932-3181

NANCY SOLDERICH, Business Manager 724-932-5152

KATE EVANS-HAINES, Guidance Counselor 724-932-3186

GARY KINNEAR, Director of Special Education 724-932-5557

Copy Room Attendant Position

The Jamestown Area School District is seeking a part-time Copy Room Attendant. The successful candidate must possess a high school diploma and will be responsible for ensuring classroom and district materials are copied and delivered within a timely manner. Other essential office duties may be assigned as necessary. Knowledge of Office365 software is preferred.

Submit a resume listing 3 professional references or contact the district administrative office at 724.932.5557 for an application. Must be able to obtain Act 34, 151 and 114 clearances prior to hire.

Resumes or applications must be submitted to the administrative office by Wednesday, October 21, 2020. Equal Opportunity Employment.

Tracy Reiser, Superintendent
Jamestown Area School District
204 Shenango Street
Jamestown, PA 16134