

South Eastern School District

Job Opportunities

October 16, 2018

Policy on Equal Rights Opportunity

The South Eastern School District fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, sexual orientation, national origin, veteran status, disability or genetic information in its education programs, activities and employment. We prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Any compliance issues/questions should be directed to the Superintendent.

Certificated openings for 2018 – 2019

- **Substitute Teachers – contact STS (Substitute Teacher Service)** directly at 800-357-7827 or view them on the web at thesubservice.com for Day-to-Day Substitute Teacher Positions

Certified openings for 2018-2019

- **K—4 Gifted Teacher**
- **Elementary Teacher-** Delta Peach Bottom Elementary School
- **Certified School Nurse-** Delta Peach Bottom Elementary School
- **Director of Human Resources** (12 month position) manages the day-to-day operations of the district's HR Department. Candidates should possess:
 1. A Masters (preferred) or Bachelor's Degree in Human Resource Management, business administration, business management, accounting or related field. Also preferred either HRCI or SHRM certification.
 2. Minimum of five (5) years of experience as a Human Resources Manager and/or equivalent experience with human resources or administrative functions, including a minimum of three years of experience in a supervisory capacity.
 3. Excellent interpersonal and communication skills; ability to work in a team environment
 4. Experience with health insurance management and workers' compensation insurance.
 5. Experience with labor relations, negotiations, contract administration, and grievance arbitration.
 6. Experience in all levels of recruitment.
 7. Preferred candidate will have experience in a Pennsylvania School District and familiarity with school district requirements. Interested candidates should apply for the position by submitting the following items to Mr. Jeffrey Hughes, Superintendent, South Eastern School District, 377 Main Street, Fawn Grove, PA 17321 via hard copy or to hughesj@sesd.k12.pa.us via electronic documentation: letter of interest, resume, three current letters of reference, certificates, if relevant.
Submit items no later than November 2, 2018.

Non-Certificated openings currently available

- **Custodian**
- **Substitute Support Staff** – Instructional and Secretarial positions
- **Substitute Custodial Staff**

Extracurricular openings available 2018-2019 Fall Season:

- **Assistant Jr. High Football Coach**
- **Marching Band Camp Assistant**
- **Assistant Coach Cheerleading**

Extracurricular openings available 2018-2019 Winter Season:

- **Assistant Jr. High Basketball Coach- Girls**
- **Assistant Cheerleading Coach**
- **Assistant Varsity Basketball Coach- Boys**
- **Head Jr. High Basketball Coach- Girls**
- **Head Varsity Cheerleading Coach**
- **Assistant Cheerleading Coach- Wrestling**

Extracurricular openings available 2018-2019 Year Round:

- **Detention Hall Monitor-** South Eastern Intermediate School

How to Apply:

Certificated Openings – apply electronically using the online system, sesdweb.net

Long Term Sub Positions – apply electronically using the online system, sesdweb.net

Non-Certificated Openings – send cover letter and resume to Human Resources at address below

South Eastern School District, 377 Main Street, Fawn Grove, PA 17321,
Phone 717-382-4843, Fax 717-382-4769, sesdweb.net

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Extracurricular Openings – send cover letter and resume to Human Resources at address below

Current SEDS employees – apply by sending letter of interest to Human Resources at address below

Cafeteria employment

- **Cafeteria employees** are employed by Chartwells School Dining Service. Go to compassgroupcareers.com, and click on “search jobs.” Click on the US map-search by location- zip code 17321. Click on the FoodService Worker job link, then “Apply Now” and follow the prompts to complete an application.