

# The School District of Jenkintown

*Educating the Children of Jenkintown since 1874*

## Secretary to the Elementary School Principal

The School District of Jenkintown is seeking a highly organized, personable, and service-oriented professional to serve as Secretary to the Elementary School Principal. As the first point of contact for many students, families, staff, and visitors, this individual plays a vital role in creating a welcoming school environment and ensuring the smooth operation of the Elementary School.

The successful candidate will be a key member of the Elementary School team supporting students, families, and staff while helping ensure a responsive, efficient, and student-centered school environment. The ideal candidate is detail-oriented, collaborative, and committed to supporting student success through exceptional organizational and communication skills.

**Anticipated Start Date:** Full-time, 12-month (260 day) position beginning July 2026.

### Key Responsibilities:

- Serve as the primary office contact for students, families, staff, and visitors.
- Support the Elementary Principal in the day-to-day operation of the school.
- Coordinate attendance, student records, communications, and substitute coverage.
- Assist with student support, school events, and special programs.
- Maintain accurate records and support efficient office operations.
- Foster positive relationships and outstanding service for all members of the school community.

### Qualifications:

- High school diploma required; post-secondary education and/or administrative support experience preferred.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple priorities with professionalism, accuracy, and discretion.
- Proficiency with technology, Google Workspace, and related office tools.
- Experience in a school office or educational setting preferred.
- Commitment to providing outstanding service to students, families, and staff.

### Salary and Benefits:

- Competitive salary and benefits package commensurate with experience and qualifications.
- Supportive professional environment committed to collaboration, service, and continuous improvement.

### How to Apply:

- Interested candidates should submit the following application materials to Mr. Steven Van Mater, Director of Human Resources & Curriculum, at [hr@jtowndrakes.org](mailto:hr@jtowndrakes.org) by **Friday, July 3, 2026**.
  - Cover letter and resume
  - Two letters of recommendation
  - Current Act 34 (Criminal History), 151 (Child Abuse), 114 (FBI) clearances.
- Applications will be reviewed on a rolling basis until the position is filled.

*The School District of Jenkintown is committed to a culture of inclusivity and belonging.*

*We are committed to creating a diverse and inclusive workplace and fostering an environment where all students and staff can thrive.*

*We value diversity in backgrounds and experiences and are proud to be an Equal Opportunity Employer.*