



**Otto-Eldred School District**  
143 R.L. Sweitzer Drive, Duke Center, PA 16729  
(814) 817-1380 opt. 3 Fax (814) 817-4050

Matthew D. Splain, Superintendent  
Jodi L. Flexman, Business Manager  
Lindsay A. Burns, Director of Pupil Services & Spec. Ed.

**Otto-Eldred Elementary School**  
5 N. Bennett St, Eldred, PA 16731  
(814) 817-1380 opt. 1  
Fax (814) 225-4917  
Nichole M. Garthwaite, Principal  
Kera D. Hendershot, School Counselor

**Otto-Eldred Junior Senior High School**  
143 R.L. Sweitzer Dr, Duke Center, PA 16729  
(814) 817-1380 opt. 2  
Fax (814) 817-4050  
Nicholas J. LaBella, Principal  
Erin M. Jackson, School Counselor

---

**- ANTICIPATED VACANCY NOTICE -**

**Position:** Armed Security Guard

**Location:** Otto-Eldred Elementary School and High School

**Details:** Otto-Eldred School District is seeking three (3) part-time Armed Security Guards beginning with the 2025-2026 School Year.

Security Guards will monitor and patrol both interior and exterior of buildings to ensure a safe learning environment for staff and students.

A part-time schedule will be developed throughout the typical school year (8 hours per day), which may also include after-school and weekend activities.

Qualifications include:

- High School Diploma
- Completion of Act 67: School Security Personnel Basic Training Course
- Act 120 Certification or equivalent knowledge
- Act 235 Weapons Qualification / Training
- All required clearances and disclosures

**Start Date:** August 2025

**Interest Due** Friday, March 28<sup>th</sup>, 2025

**Interested individuals are asked to email Mrs. Suzanne Strait ([sstrait@ottoeldred.org](mailto:sstrait@ottoeldred.org)) for a detailed job description.**