



**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

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**- ANTICIPATED PARAPROFESSIONAL POSITION -**

**Position:** Part-Time Paraprofessional

**Location:** Otto-Eldred Elementary School

**Details:** Paraprofessionals will work up to 5.5 hours per day. Responsibilities may include but are not limited to monitoring recess, working individually with students, supporting classroom instruction, and assisting with classroom behavior management/behavior tracking. Experience working with students with disabilities is preferred but not required. Successful candidates need to have good communication, experience with basic technology, and experience working collaboratively with adults. All positions require a high school diploma minimally.

**Application Deadline:** Tuesday, September 3rd, 2024  
Position starts ASAP

Questions can be directed to Mrs. Burns, Director of Pupil Services and Special Education, at [lburns@ottoeldred.org](mailto:lburns@ottoeldred.org).

**Submit Letter of Interest and Application to:**

Office of the Superintendent  
Attention: Mrs. Suzanne Strait  
[sstrait@ottoeldred.org](mailto:sstrait@ottoeldred.org)

\*General Application is available online at: [www.ottoeldred.org/human\\_resources](http://www.ottoeldred.org/human_resources)