



**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 VACANCY NOTICE -**

**Positions:** Summer Maintenance Worker (2)

**Location:** Otto-Eldred School District

**Details:** June 3rd – August 17<sup>th</sup>, 2024  
6:00 am – 2:00 pm, Monday - Thursday  
(Up to 32 Hours Per Week)

Preference given to applicants at least 18 yrs old.

Lawn Maintenance - 1 position (must be 18 or older)  
-Includes use of power equipment

Building Cleaning / Building Preparation - 1 position  
(18 or older preferred)  
-Duties include cleaning/moving furniture

**Application Deadline:** April 19<sup>th</sup>, 2024

**Submit Letter of Interest/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)