



Monroe Career & Technical Institute
Bartonsville, PA 18321

ANNOUNCEMENT OF VACANCY

Executive Secretary

Full-time, 12-month position available October 2025. Directly responsible to the Director.

Candidates must possess strong secretarial and organizational skills; have the ability to demonstrate proficiency in Microsoft Office and Google; be experienced in dealing directly with the general public, school administration, and Joint Operating Committee (JOC). Must possess excellent professional etiquette, and be able to work in a fast-paced environment, with minimal supervision in this highly confidential position. Position requires attending evening meetings and acting as recording secretary for JOC meetings, as well as other various school committees.

Candidates must be able to obtain a Notary license. School secretarial experience with HR background and teacher certification, preferred. Full benefit package in accordance with the current Select Support Staff CBA. Current Federal and State clearances required.

(MCTI is part of the PA Public School Retirement System.)

**Obtain MCTI Support Staff Application at <https://www.monroecti.org/Page/1551>
and submit along with a letter of interest and clearances to:**

**Debra Schuler, Executive Secretary
Monroe Career & Technical Institute
194 Laurel Lake Road
Bartonsville, PA 18321
Fax: 570-629-9698**

or email documents to employmentopportunities@monroecti.org.

**PHONE CALLS ONLY IF YOU CANNOT OBTAIN THE APPLICATION FROM OUR
WEBSITE 570-629-2001 x 1105.**

Posted: July 7, 2025

The Monroe Career & Technical Institute will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with the Pennsylvania Human Relations Act and with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

For information regarding civil rights or grievance procedures and accommodations for persons with disabilities, contact the Supervisor of Curriculum & Instruction, at 194 Laurel Lake Road, Bartonsville, PA 18321 Telephone: (570) 629-2001 FAX (570) 629-9698.