



Monroe Career & Technical Institute
Bartonsville, PA 18321

ANTICIPATED VACANCY

Secretary – Twelve (12) Months

Full-time, 12-month daytime position available immediately. Successful candidates must have prior school secretarial experience; the ability to demonstrate proficiency in Microsoft Office and Google; be experienced in dealing directly with the general public; possess excellent telephone etiquette, mathematical and organizational skills, and be able to work in a fast-paced environment. Full benefit package in accordance with the current ESPA collective bargaining agreement.

Current Federal and State clearances required.

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

Obtain support staff application at <https://www.monroecti.org/Page/1551>
and submit along with resume, 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: March 12, 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.