



Your Journey. Endless Possibilities.

5 Water Street, PO Box 5, Coudersport, PA 16915

Smethport Area School District
Part-time Career and Vocational Mentor-Aide Needed
Available Early August 2022

The Potter County Education Council serving Potter and McKean Counties has an opening for a part-time Career and Vocational Mentor-Aide to serve within the Smethport Area School District.

This part time position will be available beginning August 2022 through the beginning of June 2023 (approx. 25 hours per week for the 2022-2023 school year). It is anticipated that this will be a recurring position each school year (approx. 40 weeks each year). A job description may be reviewed at the Potter County Education Council Office at 5 Water Street in Coudersport, PA (814-274-4877).

Requirements:

- Minimum high school diploma. Associate's or bachelor's degree, preferred.
- Appropriate work experience with older children (Grades 3-12)
- Knowledge or work experience in business or industry.
- Experience with Microsoft Office applications, desired.
- Must have valid Pennsylvania Driver's License and safe driving history.

Interested Applicants should send the following to the Potter County Education Council Coudersport Office at 5 Water Street, Coudersport, PA 16915 or via email to nzaun@pcedcouncil.org:

- Resume with cover letter
- Three current (less than one-year old) letters of reference.
- Appropriate clearances including PA Act 151 Child Abuse Clearance, PA Act 34 Criminal Record Check, a current PA FBI Clearance (Education Versions)
- A negative TB test result.

Cover letter should be addressed to Dr. Michele Moore, Executive Director. You may be asked to complete an employment application form upon review of your initial application materials.

Application Deadline: July 28, 2022