



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

- ANTICIPATED PARAPROFESSIONAL POSITION -

Position: Part-Time Paraprofessional

Location: Otto-Eldred Elementary School

Details: Paraprofessional will work up to 5.5 hours per day. Responsibilities will include monitoring recess, working individually with students, 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.

Starting August 22nd, 2025.

Deadline: August 11th, 2025

Submit Letter of Interest and Application to:

Office of the Superintendent
Attention: Mrs. Suzanne Strait
sstrait@ottoeldred.org

*General Application is available online at: <https://www.ottoeldred.org/human-resources>