



## **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 -**

**Position:** Behavioral Support Specialist  
(7.5 hours per day-185-day paraprofessional position)

**Location:** Otto-Eldred Elementary School

**Details:** Minimum of Associate Degree preferred. CPR/First Aid certificate will be required to maintain position. Experience working with children who have behavioral needs required. Responsibilities of the successful candidate include reinforcement of taught curriculum, following and collecting data outlined in Positive Behavioral Support Plans, successful completion of training in Safe Crisis Management, collaborating, and following directives of the classroom teacher and good communication skills. Persons with experience collecting data submitted for ACCESS billing preferred.

**Interest Deadline:** July 31<sup>st</sup>, 2025

Interested persons should contact Mrs. Lindsay Burns at [lburns@ottoeldred.org](mailto:lburns@ottoeldred.org) for more information about the position.

Application packets should contain a General Application, Resume/Cover letter, Copy of Clearances, and Official Transcripts. Application packets should be emailed to:

Office of the Superintendent  
Attention: Mrs. Suzanne Strait  
[sstrait@ottoeldred.org](mailto:sstrait@ottoeldred.org)