



TITUSVILLE AREA SCHOOL DISTRICT

ADMINISTRATION OFFICE: 301 EAST SPRUCE STREET • TITUSVILLE, PENNSYLVANIA 16354-1948
PHONE: (814) 827-2715 • FAX (814) 827-7761 • www.GoRockets.Org

STEPHANIE A. KEEBLER
SUPERINTENDENT

MICHAEL T. MCGAUGHEY, SR.
ASSISTANT SUPERINTENDENT

Job Posting:

(Anticipated) Special Education Secretary for 2026-27

Work Location: Administration Office

Type Position: Permanent / Full-Time (12 months)


Posting Date: April 28, 2026

Contact Information: Stephanie Keebler, Superintendent
814-827-2715 x 8-3410
email: skeebler@gorockets.org
Titusville Area School District, 301 E. Spruce St., Titusville, PA 16354

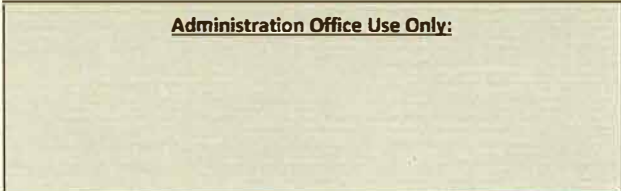
Certifications Required: Act 34 PA Criminal Background Check
Act 114 Federal FBI Fingerprinting
Act 151 PA Child Abuse Certification
Act 126 Mandated Reporter Training Certification
Act 24/82 Disclosure
Act 168 Disclosure
High School Diploma required

RESPONSIBILITIES:

- (1) Two (2) years secretarial experience
- (2) Perform office duties including but not limited to creating and typing correspondence, scheduling appts, answering phones, copying, filing, faxing
- (3) Excellent communication and strong computer skills a must
- (4) Update and maintain records
- (5) Perform other duties as assigned by the Director of Special Education


Stephanie Keebler, Superintendent of School Schools

cc: Marshall Metzgar/All buildings post



"The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners."

An Equal Rights and Opportunities School District

Titusville High School
302 East Walnut Street
Titusville, PA 16354

Titusville Middle School
415 Water Street
Titusville, PA 16354

Hydetown Elementary
12294 Gresham Road
Titusville, PA 16354

Main Street Elementary
117 West Main Street
Titusville, PA 16354

Pleasantville Elementary
374 North Main Street
Pleasantville, PA 16341

Early Childhood Learning Center
330 East Spruce Street
Titusville, PA 16354