

**General McLane School District Posting of
Anticipated or Current Vacancy
2021-22 School Year**

Position: Pandemic Coordinator

Location: Remote Work through General McLane School District (all four buildings: Edinboro Elementary School, General McLane High School, James W. Parker Middle School; McKean Elementary School)

Certification/Qualifications:

- Valid Bachelor's Degree
- Prior experience in an educational environment preferred
- Experience in public healthcare or pediatric medicine preferred

Job Description:

Selected applicant will be responsible for leading and coordinating contact tracing and the contact tracing team in the General McLane School District, which involves communicating with families and the Erie County Department of Health along with other responsibilities.

Application Requirements:

Applicants are expected to possess a valid and appropriate certificate for the vacant position at the time of application, as well as all necessary clearances. Additional qualifications and experience will be considered and may be necessary or desirable for individual positions along with a demonstrated competency in writing and communication skills.

The position above will remain posted for a minimum of fourteen days. Applicants must provide a letter of interest along with a resume, background clearance documents, and two professional letters of recommendation to:

Dr. Matt Lane, Superintendent, matthewlane@generalmcclane.org
General McLane School District, 11771 Edinboro Road, Edinboro, PA 16412

Anticipated Duration: Full-time Temporary Professional Employee (10-month position)
(2021-2022 school year)

Job Selection Expectations:

Applications, resumes, letters of reference, and written samples will be reviewed to for required certification; demonstrated related knowledge, skills, and abilities; and ability to communicate effectively. As candidates progress through the selection process they may be asked to perform additional written exercises, complete panel interviews, and perform an exercise related to the subject area.

Additional Information:

Circumstances related to the need to fill this position are subject to change. In circumstances where job candidate finalists demonstrate similar job performance potential, Veterans'

Preference will apply if applicable. Hiring for any district position is subject to Board of Education approval. The Board reserves the right not to fill any posted position.

Position Posted: September 14, 2021

Position Expires: September 27, 2021