



**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:** Technology Systems Specialist  
(Starting September 2026)

**Location:** Otto-Eldred Elementary School and Jr/ Sr High School

### **Details:**

Technology Systems Specialist will:

- Provide support for the Microsoft Windows computing infrastructure by installing / resolving issues with hardware and software including operating systems, desktop applications, computer peripherals, printers and multimedia equipment.
- Assist with the rollout of new computers, desktop imaging, and maintain inventory of all computer equipment.
- Assist in local and cloud-based account management including Active Directory, Microsoft Azure/Entra, and other web-based resources.
- Provide appropriate service, support, and advice to end users regarding technical issues.

### **Application packets should contain:**

- Resume/Cover Letter
- General Application
- Copy of Clearances (Child Abuse, Criminal, FBI Fingerprints)
- Official Transcripts

### **Application packets should be emailed to:**

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

**Application Deadline:** ASAP