

Northgate School District

Administrative Assistant to the School Superintendent / School Board Secretary – Full-time, twelve-month Administrative Assistant to the Superintendent and School Board Secretary. Position is during the day, Monday through Friday, with some monthly evening Board meetings. Excellent medical benefits & retirement benefits. Salary is commensurate with experience. If interested, send a letter of interest and resume to Northgate School District, Attn.: Laureen Dowd, Admin. Ctr., 591 Union Ave., Pgh., PA 15202, or laureen.dowd@northgatesd.net no later than November 4, 2025. Clearances are a requirement of this position.