

**BRISTOL BOROUGH SCHOOL DISTRICT  
BRISTOL, PA 19007**



**POSITION:** **Administrative Assistant to the Superintendent/  
Board Secretary**

**COMMENCING:** 2026-2027 School Year

**QUALIFICATIONS:** Associate Degree or higher degree required.  
Knowledge of the Pennsylvania school system preferred

**SALARY:** As per Negotiated Contract

**Application Deadline: When position is filled**

Send letter of interest to:

**Dr. Broadus Davis**, Superintendent of Schools  
Bristol Borough School District  
1776 Farragut Avenue  
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Dr. Broadus Davis, Superintendent of Schools.

**Posted:**