



**SOUTHERN LEHIGH SCHOOL DISTRICT**  
**5775 Main Street, Center Valley, PA 18034**

**EMPLOYEE RECOMMENDATION FORM**

DATE: April 9, 2014

NAME: Elaine Lebo

ACADEMIC BACKGROUND: Cedar Crest College: Business, Banking coursework; continuing education in Microsoft Office Suite, Adobe Acrobat X Pro

CERTIFICATION(S): Windows 7 Beginner and Intermediate training and Microsoft Outlook 2003 Beginner and Intermediate training provided by Atomic Learning; Acrobat X Pro training provided by New Horizons Computer Learning Center, Bethlehem, PA; Court Stenography Certification, Ryder (Lincoln) Technical Institute, Allentown, PA.

PREVIOUS EXPERIENCE: Human Resources Secretary, Southern Lehigh School District November 2007-Present; Secretary, Salisbury Township Middle School, Allentown, PA June 2001-November 2007; Office Secretary Hope UCC Church, Allentown, PA March 1993-October 1999; Executive Secretary/Assistant Human Resources Officer, First National Bank of Allentown, Allentown PA September 1978-May 1987.

INTERVIEWED BY: Andria Buchman, Leah Christman, Kenneth Jordan, Bill Kennedy, Kristen Lewis, Diana Millman

RECOMMENDED FOR: Administrative Assistant to the Assistant to the Superintendent

SALARY: \$40,600.00

JUSTIFICATION OF ACTION: Fill the vacancy due to the retirement of Deborah Galle

ANTICIPATED START DATE: April 15, 2014