

SOUTHEAST LOCAL SCHOOLS **SECRETARY - CENTRAL OFFICE** *Curriculum & Federal Programs*

to join our educational team.

Help us to continue the tradition of outstanding student achievement!

WHAT WE NEED

- Ability to maintain confidentiality, and to pay attention to detail and accuracy
- Ability to multi-task in a busy, fast-paced office environment
- Strong desire to work with staff, students, and community in an educational setting
- Possess outstanding interpersonal and communication skills
- Willingness to learn and effectively use school/state educational software
- Ability to create an atmosphere of respect and trust

WHAT YOU GET

- Dynamic students and staff
- Unparalleled community support
- Opportunity to be part of a first class organization
- Compensation per Board adopted salary schedule

Compensation will be based on appropriate placement on the salary schedule. The benefit package includes a health insurance plan and prescription drug package. The successful candidate will be issued a one-year contract (260 days) effective for the 2022-2023 school year.

THE PROCESS

- A letter of application explaining why the position interests you and why you believe we should be interested in you
- A resume

Send to: Holly Mastrine, Assistant Superintendent
Southeast Local Schools
9048 Dover Road
Apple Creek, OH 44606
Tel. 330-698-3001

An Equal Opportunity Employer

Date Posted: June 28, 2022

Application Deadline: Until Filled