

October 1, 2021

NOTICE OF VACANCY

POSITION: 12 Month School Secretary

EFFECTIVE: Immediately

LOCATION: Parkway West Career and Technology Center LEVEL: High

School Students - Grades 9, 10, 11, and 12 SALARY: \$25,000 to \$30,000

QUALIFICATIONS: High school graduate with strong interpersonal skills. Proficiency in Microsoft Office applications with proven ability to prioritize, organize and manage several projects simultaneously and independently. Ability to deal with difficult situations while maintaining confidentiality, tact, and professionalism. Associates degree and Microsoft MOS certifications preferred. Send letter of application, resume, Acts 34, 114, and 151 clearances E.O.E/ADA.

DEADLINE FOR

APPLICATIONS: October 11, 2021 or until position is filled.

CONTACT: Dr. Darby Copeland

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