

PLEASE POST

VB – 2023-2024

January 9, 2024

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

V A C A N C Y B U L L E T I N

POSITION: Secretary (*215 Day Contract*)

LOCATION: Harlan County High School

LENGTH OF EMPLOYMENT: 2023-2024 of School Year

SALARY RANGE: 2023-2024 Salary Schedule

CERTIFICATION/QUALIFICATIONS: Associate degree in secretarial related area preferred; high school diploma from accredited high school required with secretarial and computer skills.

JOB DESCRIPTION (Condensed):

Maintain accurate and complete records as required by law, district policy and administrative regulations. Have familiarity with computers and related software, maintain records and complete reports. Records include but not limited to transcripts, grades, schedules/schedule changes, enrollment documentation and related forms, enrollment registration, home school registration, college incentives, scholarships, student rosters, cumulative folders, virtual students. Maintain positive image for school as you greet, screen and direct visitors to appropriate personnel; provide routine information to the public and other duties as listed in the job description and as directed by the principal.

EFFECTIVE EMPLOYMENT DATE: After Deadline

APPLICATION DEADLINE: January 19, 2024

NON-DISCRIMINATION POLICY: The Harlan County School District practices non-discrimination in employment. Harlan County School District complies with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The school district does not discriminate on the basis of race, color, age, national origin, religion, creed or marital status, in the education programs or activities it operates. The Harlan County Public Schools will seek minorities in the areas of under utilization.

TO APPLY: SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE SUPERINTENDENT NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION AND NEEDED QUALIFICATIONS.

SEND TO: BRENT ROARK, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.