



Adrienne Goldman, Principal
Timothy Sopko, Assistant Principal
Christine Allred, Director of Guidance
Levi Carmichael, Athletic Director

NOTICE OF VACANCY ~ SECRETARY TO ASSISTANT PRINCIPAL

School: Clarksville High School

Period of Time: 2019-2020 School Year / Permanent 10 Month position/ Start date approximately July 23, 2019

Qualifications: Applicant must have a high school diploma or GED equivalent. One to three years of business office experience with accurate keyboarding and word processing skills, well developed secretarial skills, and working knowledge of Microsoft Office applications is required. The ability to maintain confidential information and multitask are non-negotiables.

Duties: A copy of the complete job description may be obtained in the principal's office.

1. Provide receptionist, record keeping, secretarial, and clerical assistance to the Assistant Principal.
2. Be the first point of contact when stakeholders call and/or visit Clarksville High School.
3. Attendance Coordinator - Input, maintain, and transmit student attendance data.
4. Other duties as assigned by administration.

Salary: Level 6 position on the Secretarial/Clerical Salary Schedule

Interviews: By Principal and/or Designee

Letters of interest and applications **will be accepted until filled** in the principal's office at Clarksville High School, 800 Dr. Dot Lewis Drive, Clarksville, Indiana 47129. Applicants from within the corporation must submit a letter of interest. Applicants from outside the corporation must submit a resume and completed application to the address above or email Mrs. Adrienne Goldman at agoldman@clarksvilleschools.org

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Posting Date: **March 22, 2019**