

Clarksville Middle School

101 Ettel Lane • Clarksville, IN 47129 • (812) 282.8235

Nikki Bullington, Principal

Troy Mitchell, Assistant Principal

Becky Bilslund, Counselor

NOTICE OF VACANCY

Administrative Assistant to Assistant Principal/Guidance Counselor

School: Clarksville Middle School

Period of Time: Full time position for the 2022/2023 school year.

Qualification: High School Graduate.
Proficient in use of technology.
Ability to multi-task in a fast pace environment.
Excellent verbal and written communication skills.
Confidentiality is a must.

Essential Function:

1. Meet and interact daily with staff, students, parents and general public in school related/student matters.
2. Respond to staff and parent requests via e-mail, voice mail and phone. Route calls and convey messages as needed.
3. Prepare and maintain all attendance records and activities associated with attendance.
4. Provide secretarial and clerical assistance as requested.
5. Other duties assigned by administrators.

Salary: Schedule as adopted for the 2022/2023 school year.

Resumes will be accepted until position is filled. Applicants must submit a letter of interest and resume to Nikki Bullington at Clarksville Middle School, 101 Ettel Lane, Clarksville, Indiana, 47129 or e-mail to nbullington@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).

Date: **March 22, 2022**