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**~NOTICE OF VACANCY ~**

**Administrative Assistant at Early Learning Academy**

**School:** Clarksville Elementary School

**Period of Time:** Full time position for the 2025 - 2026 school year/Permanent 194 day position.

**Qualification:** Applicants must have a high school diploma. Business office experience with accurate keyboarding and word processing skills, well developed secretarial skills, and working knowledge of Google Suite 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 at Clarksville Elementary Schools Early Learning Academy.
2. Be the first point of contact when stakeholders call and/or visit the Early Learning Academy.
3. Attendance Coordinator for On My Way Pre-K (OMWPK) - Input, maintain, and transmit student attendance data.
4. Responsible for assisting Clarksville Elementary School with student registrations.
5. Effectively implement other duties as assigned by the administration.

**Salary:** Schedule as adopted for the 2025 - 2026 school year.

Resumes will be accepted until the position is filled. Applicants must email a letter of interest, resume, application, and transcripts to Ms. Lisa Hawkins, Principal, at [lhawkins@clarksvilleschools.org](mailto:lhawkins@clarksvilleschools.org). The application can be found on the corporation website at [www.clarksvilleschools.org](http://www.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: **July 21, 2025**