

WELLINGTON EXEMPTED VILLAGE SCHOOLS - JOB OPENINGS FOR 2018-2019 SCHOOL YEAR-

The following position is available for appointment. Applications for transfer or hire will be accepted in the Superintendent's Office until the position is filled. **Eligible persons possessing the required qualifications and wishing to be considered for the job should apply in writing with statement of qualifications to Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090.** Please include: (1) your name, (2) present job or assignment, and (3) the title of the position.

JOB TITLE: Part-time Secretary (May perform Bus Dispatch Duties)
1:45 pm to 4:30 pm

ASSIGNMENT: Westwood Elementary School – For the 2018/2019 School Year Only

QUALIFICATIONS:

1. Neat in appearance.
2. High school diploma or equivalent.
3. Proficient typing skills and able to operate office equipment.
4. Knowledge of Power School preferred.
5. Willingness to learn bus radio procedures.
6. Good human relations – must present a professional image.
7. Honest and reliable.
8. Trustworthy and responsible.
9. Maintain confidentiality.
10. Ability to maintain and update all required records.

HOURS: 2.75 hours per day

WAGES: Per Negotiated Agreement

(September 26, 2018)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories.