

SOUTHEAST LOCAL SCHOOLS APPLE CREEK ELEMENTARY OFFICE HELP

Part-time (approx. 3 hours per day)

to join our educational team.

Help us to continue the tradition of outstanding student achievement!

WHAT WE NEED

- Ability to maintain confidentiality, and to pay attention to detail and accuracy
- Ability to multi-task in a busy, fast-paced office environment
- Strong desire to work with staff, students, and community in an educational setting
- Possess outstanding interpersonal and communication skills
- Willingness to learn and effectively use school/state educational software
- Ability to create an atmosphere of respect and trust

WHAT YOU GET

- Dynamic students and staff
- Unparalleled community support
- Opportunity to be part of a first class organization
- Compensation per Board adopted salary schedule

Compensation will be based on appropriate placement on the salary schedule. The successful candidate will be issued a one-year timeslip as needed contract effective for the 2018-2019 school year.

THE PROCESS

- A letter of application explaining why the position interests you and why you believe we should be interested in you
- A resume

**Send to: Holly Mastrine
Director of Curriculum/Special Programs
Southeast Local Schools
9048 Dover Road
Apple Creek, OH 44606
Tel. 330-698-3001**

An Equal Opportunity Employer

Date Posted: May 14, 2018

Application Deadline: until filled