



Position Vacancy

High School Secretary

The Buckeye Career Center is seeking qualified applicants for the position of High School Secretary.

Position Title:	High School Secretary (12 month - 260 day position)
Reports To:	High School Principal
Beginning Date:	July, 2024
Salary:	Placement on the classified salary schedule based upon education and experience.
Requirements:	High School diploma minimum. College degree preferred. Computer proficient in Office 19. DASL software experience preferred. Work experience in a heavy traffic office, multi-tasking, bookkeeping skills, and experience with multi-line phone system. (Job description available upon request.)
Description:	Serves as Secretary in the high school office. Provides support services necessary for the effective management of school district and building operations.
Benefits:	Group hospital and medical-surgical insurance, group life insurance, liability insurance, vision/dental insurance and prescription drug plan.
Application Deadline:	By April 1, 2024 (or until filled). Submit letter of interest, resume and application. (<i>Buckeye applications are available at www.buckeyecareercenter.org</i>)
Please Apply to:	Mr. Bob Alsept, Superintendent Buckeye Career Center 545 University Drive, NE New Philadelphia, Ohio 44663 Email - scardani@buckeyecareercenter.org

It is the policy of the Board of Education of the Buckeye Career Center that educational activities, employment, programs and services are provided to all people regardless of race, color, national origin, sex, age, disability, or socioeconomic status.

Posted - March 22, 2024