

TALAWANDA SCHOOL DISTRICT
131 West Chestnut Street
Oxford, Ohio 45056

ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY

Announcement #20-33

Date: October 16, 2020

Effective immediately, the Talawanda School District has a job vacancy described below:

Position Classification: **Assistant Secretary**

Location: Bogan Elementary School

Vacancy due to: Lori Gingerich's transfer

Description of Duties: Manage the general school office, perform general office duties, and operate appropriate office machines. Other duties include meeting the public and working with students and staff.

Hours of Work: 8.0 hours per day, 5 days per week, 190 days per year

Salary Basis: As per current salary schedule

Date Needed: immediately

Present employees of the Talawanda School District who would like to be considered for transfer to this position should make their requests on the "Request for Transfer or Re-Assignment Form" (TSD-22 located in the buildings and on the Talawanda website) on or before October 23, 2020.

Educational assistant applicants are required to have a high school diploma or its recognized equivalent to be considered for employment. An application for this position is available at the Board of Education Office or can be downloaded at www.talawanda.org - Human Resources/Employment – Employment Opportunities - Classified Employment Application. Deadline to apply for this position is October 23, 2020.

Dennis Malone
Director of Human Resources

Post: Central Office
All School Buildings

TSD-29
Revised 8/97