

**TALAWANDA SCHOOL DISTRICT**  
131 West Chestnut Street  
Oxford, Ohio 45056

**ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY**

Announcement #21-05

Date: April 29, 2021

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

Position Classification: **Head Secretary**

Location: THS

Vacancy due to: Emily Liechty's resignation

Description of Duties: Manage the general school office, perform general office duties, operate appropriate office machines and must be proficient in computer operations used at TSD. Other duties include meeting the public and working with students and staff.

Hours of Work: 8.0 hours per day, 5 days per week, 220 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" (PDS-22) on or before May 6, 2021.

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 from Talawanda's website under Departments – Human Resources/Employment – Employment Opportunities. Deadline to apply for this position is May 6, 2021.

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Dennis Malone  
Director of Human Resources

Post: Central Office  
All School Buildings

TSD-29  
Revised 8/97