

TALAWANDA SCHOOL DISTRICT
131 West Chestnut Street
Oxford, Ohio 45056

ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY

Announcement #21-52

Date: January 4, 2022

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

Position Classification: **Assistant Secretary (Guidance)**

Location: Talawanda High School

Vacancy due to: Jackie Roy's Retirement

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 hours per day, 5 days per week, 228 days per year

Salary Basis: As per current salary schedule

Date Needed: 2022-23 School Year

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 January 18, 2022.

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 January 18, 2022.

Dennis Malone
Director of Human Resources

Post: Central Office
All School Buildings

TSD-29
Revised 8/97