

TALAWANDA SCHOOL DISTRICT
131 West Chestnut Street
Oxford, Ohio 45056

ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY

Announcement #22-60

Date: May 15, 2023

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

Position Classification: **Head Secretary**

Location: Talawanda School District

Vacancy due to: Teresa Wilder's Retirement

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, 228 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 30, 2023.

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 30, 2023.



Mike Malone
Director of Human Resources

Post: Central Office
All School Buildings

TSD-29
Revised 8/97