

Continental Local School  
3/20/18 - For Release:

Continental Local School  
Guidance Secretary Vacancy

Continental Local School is accepting applications for the position of Part-Time Guidance Secretary. This position is a four-hour per day, 211-days per year position. The Guidance Secretary reports to the Guidance Counselor and the High School Principal.

Qualifications:

- High school diploma or equivalent.
- Evidence of a clear record as determined by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation.
- Proficient in office procedures, protocol, and the use of business equipment
- Proficient in spelling and the correct use of grammar.
- Typing proficiency.
- Ability to achieve proficiency using the Student Information System (SIS) and Educational Management Information System (EMIS).
- Understanding and ability to work with high school students.

Application is available on the Continental School website at [www.continentalpirates.org](http://www.continentalpirates.org). Please submit application, resume, and three letters of reference to Superintendent Danny Kissell at 5211 SR 634, Continental, OH 45831 or email [d.kissell@continentalpirates.org](mailto:d.kissell@continentalpirates.org) by Friday, April 13.