

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. 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 by Friday, April 13.