

EXTERNAL JOB POSTING – DECEMBER 17, 2024

POSITION: HIGH SCHOOL EMIS/GUIDANCE SECRETARY

REQUIREMENTS: Experience with EMIS a plus. Successful completion of BCI/FBI background checks.

DAYS IN CONTRACT: 207 work days plus 6 paid holidays

START DATE: 2025-2026 Academic Year

Interested Applicants should submit a letter of interest, resume, letters of reference, application for employment and any other pertinent materials that may be applicable to:

Jennifer Rust, Executive Assistant to the Superintendent
Wayne Trace Local Schools
4915 US Route 127
Haviland, OH 45851
rustj@waynetrace.org

APPLICATION DEADLINE: January 7, 2025 at 3:00 p.m. or until filled.

This institution is an equal-opportunity provider.