

JOB POSTING – February 3, 2025

Position: District Administrative Support

Base Salary: Negotiable

Days/Hours in Contract: 260 days at 7 hours per day

Job Location: Central Office/Athletic Department/Transportation

The main job responsibilities for this position are as follows:

- General office duties and responsibilities
- Answering and directing phone calls and visitors
- Organize & maintain athletic rosters/programs, awards, passes, student physicals and coach information
- Scheduling of pictures & physicals
- Accounts Receivable/Payable

Qualifications: The ideal person must be highly organized, proficient in Microsoft Office, have a High School diploma or equivalent, and be able to successfully pass BCI/FBI background checks.

Apply in writing to:

Mrs. Jennifer Rust, Executive Secretary to the Superintendent & EMIS Coordinator
Wayne Trace Local Schools
4915 US Route 127
Haviland, OH 45851
Email rustj@waynetrace.org

Application deadline: February 17, 2025 at 3:00 p.m.