

Superintendent Secretary / Transportation Coordinator

Job Location: Fairlawn Local School District

Date Posted: 10/21/2022

Post Until: 11/11/2022

Company: Fairlawn Local School District

Phone Number: 937-492-1974

Address: 18800 Johnston Road

Fax Number: n/a

City: Sidney

State: OH

Zip Code: 45365

E-Mail Address:

holtzapple@fairlawn.k12.oh.us

Hourly Wage Range: \$17.25-\$18.50 Depending on experience

Working Hours: 40 hours per week – 8 hours per day – 7:00am until 3:30pm

Contract: 260 days – 12 months

Benefits Offered: Benefits Available

Education Requirement: High School diploma or GED equivalent and school secretarial experience is preferred

How to apply for this position: Contact John Holtzapple at holtzapple@fairlawn.k12.oh.us or 937-492-1974, ext. 505 and he will inform applicants of the necessary documents.

Description of job duties: Organize, manage and perform receptionist duties and all administrative support functions necessary to maintain the daily operations of the superintendent's office. For a complete job description contact John Holtzapple at the email address listed above.